

# How We Hire:

## Hiring Process FAQs for Instructional Candidates

We know that considering a career opportunity with a new employer can be an intimidating process — and that a lot of questions can come up along the way. These FAQs cover many of the questions that applicants frequently ask about instructional opportunities with Florida Virtual School® (FLVS®). Please choose from the list of topics below to navigate.

Thank you for your interest in helping us transform education — one student at a time.

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*Please note that the information and processes described are subject to change. Please check back periodically for any updates.  
Revised on 5/22/13*



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### 1. Job Details

**Q: What is the difference between a Full Time and an Adjunct Instructor?**

**A:** The student load for a Full Time Instructor is around 150 students while Adjuncts would average around 50 students. Adjunct Instructors will typically work around 18 hours per week and are permitted to maintain other employment.

**Q: What are the typical working hours for an FLVS Instructor?**

**A:** Full Time Instructors are expected to be available for their students from 8 am to 8 pm. However, this certainly doesn't mean that our Instructors work 12 hours each day. We pride ourselves on providing our Instructors with the resources they need to maintain a great work/life balance. If hired with FLVS, you will work with your Instructional Leader to come up with a schedule that works for your life by dedicating set time each day for grading, phone calls and emails with students and parents, and your personal time. The flexibility offered by online teaching allows our Instructors to arrange their time during the day to accomplish both personal and job-oriented tasks and enjoy downtime.

Adjunct Instructors work evening and weekend hours - a total of about 18 hours per week with a varying schedule based on role, department, and student needs.

**Q: Do all Instructors receive a laptop and an internet/phone stipend?**

**A:** Yes, all FLVS Instructors are assigned a laptop. FLVS provides Full Time Instructors with a \$62 biweekly connectivity stipend and provides Adjunct Instructors with a \$45 biweekly connectivity stipend.

**Q: Do FLVS Instructors really get new students all year round?**

**A:** Yes. There is no scheduled beginning or end to our school year. Students enroll and complete courses at their own pace throughout the calendar year.

**Q: Do FLVS Instructors report to a principal?**

**A:** Yes, all Instructors report to an Instructional Leader (IL). ILs are in constant contact with the teachers they oversee and are valuable resources for concerns and questions.

**Q: How would I work with English Language Learners as an FLVS Instructor?**

**A:** Teachers are always encouraged to request the help of one of our ESOL Trained Literacy Coaches for one-on-one instruction and help in live lessons. Cognates, activating prior knowledge, and scaffolding are also used for comprehension and connections of concepts. FLVS has a variety of resources for our Instructors to use.

**Q: How would I work with students with disabilities as an FLVS Instructor?**

**A:** FLVS will meet any applicable accommodations on an IEP or 504 Plan that is shared with the FLVS teacher. FLVS also has ESE Specialists to assist teachers with strategies and resources when needed.

**Q: Why can I not be considered for most job postings if I reside out of state?**

**A:** At this time, FLVS is only considering out-of-state candidates for our critical need subject areas, which fluctuate throughout the year based on student demand.

**Q: Does FLVS hire retired teachers?**

**A:** FLVS can hire anyone who is eligible for reemployment under FRS guidelines.

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### 2. Compensation & Benefits

**Q: What is the pay schedule for Full Time and Adjunct Instructors?**

**A:** For the 2012-13 fiscal year, Full Time Instructors are compensated \$45,000 to be paid in biweekly installments during their first year of employment. Additional compensation is based on successful career progression or relevant advanced degrees after the first year of employment. Adjunct Instructors are paid \$486 biweekly.

**Q: Do I receive additional incentives because I have a Master's Degree or higher?**

**A:** After completing the probationary period, Full Time new hire Instructors with FLVS will be eligible to receive additional compensation via a supplement for advanced degrees within their area of certification.

**Q: Does accrued leave/sick time transfer for FLVS?**

**A:** Yes, we accept district-approved sick leave hours transferred from other districts. There is no cap amount of sick leave that can be transferred over from another school district to FLVS. However, the hours will not be immediately available for use. They are accrued into your balance in 8 hour increments at the beginning of the month. You will need to contact your former district and request that they send FLVS your information.

**Q: Does my tenure status transfer into FLVS?**

**A:** No, tenure status does not transfer.

**Q: Do my "years of service" in the Florida Retirement System (FRS) transfer in to FLVS?**

**A:** Yes, FLVS is an FRS employer and your "years of service" will follow you.

**Q: Is the DROP program available to FLVS employees?**

**A:** Yes, eligible FRS employees who work for FLVS may participate in DROP. FLVS does not offer a DROP extension beyond the max of 60 months.

**Q: Is there any support for obtaining National Board Certification while teaching with FLVS?**

**A:** FLVS has a Certification Specialist on staff who can assist Instructors in obtaining their National Board Certification. FLVS does not offer support for the cost of applying for National Board Certification and there is currently no bonus incentive offered by the state to provide additional compensation.

### 3. Application Assessments

**Q: Can I get the results of application assessments I have completed?**

**A:** No, FLVS does not provide individual results of the application assessments to our candidates. Please note that application assessments are a part of the overall decision process when examining an applicant's application.

**Q: Why was I not selected after I completed the online assessment?**

**A:** The survey tools used in the application process are not the sole factor when considering applicants for an instructional position. We complete a comprehensive review of several factors before making decisions regarding a candidate's application.

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### 4. Interview Process and R<sup>2</sup> Sessions

**Q:** After beginning the interview process, I added a subject area certification or endorsement. Who should I notify?

**A:** Please login to your profile to update your certification areas under the Qualifications tab. You may also send an email to [employmentservices@flvs.net](mailto:employmentservices@flvs.net).

**Q:** Are there any basic programs (Word, Excel, PowerPoint) I should be familiar with in order to successfully progress through the interview process?

**A:** FLVS Instructors work with a variety of software and systems to support student needs. Microsoft Office Suite and Internet Explorer are just two of the most common. Computer proficiency is critical in order to be successful in the virtual environment.

**Q:** I have been invited to complete a phone interview with FLVS for an instructional position. What should I expect?

**A:** The mandatory phone interview is an opportunity for one of our HR specialists to become familiar with your teaching background, philosophy, and skill set. You should be prepared to answer questions about your experience and provide examples.

**Q:** I received an invitation to attend a Virtual Rewards + Responsibility (R<sup>2</sup>) session. What is the purpose of this session and what happens afterwards?

**A:** The Virtual Rewards + Responsibility (R<sup>2</sup>) session is an opportunity for you to learn more about our organization and the life of an FLVS teacher. Afterwards, you will have the opportunity to decide if you wish to continue in our interview process. If interested, you can attend your previously scheduled In-Person R<sup>2</sup> session. If you decide you do not wish to continue in our application process, you can contact our Employment Services team at [employmentservices@flvs.net](mailto:employmentservices@flvs.net) to cancel your appointment.

**Q:** Myself and my friend/coworker/spouse have both been invited to an R<sup>2</sup> session. Can we log in from the same computer?

**A:** In order for the moderator to track attendance and to ensure that all parties are able to participate, we strongly prefer that each applicant logs in from their own computer.

**Q:** Are out-of-state applicants required to attend a In-Person R<sup>2</sup> session?

**A:** The hiring process for our out-of-state applicants requires different stages of review. You will be provided with details by our HR team as you progress through the steps.

**Q:** What should I expect at my In-Person R<sup>2</sup> session?

**A:** The In-Person R<sup>2</sup> session provides us with a chance to learn more about you before a final decision is made by either party. The session consists of presentations about FLVS and provides applicants the opportunity to complete a series of individual and group activities.

**Q:** Can I have my travel expenses reimbursed for attending an In-Person R<sup>2</sup> session?

**A:** No. Since the In-Person R<sup>2</sup> session is a part of our interview process, you are responsible for any travel-related costs.

**Q:** I just finished my In-Person R<sup>2</sup> session. What happens now?

**A:** Please see the FAQs on Next Steps for more information.

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### 5. Next Steps

**Q:** What happens after I have completed both the Virtual and the In-Person R<sup>2</sup> sessions?

**A:** The moderator at your In-Person R<sup>2</sup> session will give you a timeframe in which you should expect to hear about next steps for your application. Your next step will be one of the following:

1. You may be asked to complete an additional interview activity
2. You may be placed into our Instructional Candidate Pipeline ([click here for more information](#))
3. You may be informed that you have not been selected for an instructional position

**Q:** I was not selected for an instructional position. Can I be given specific feedback as to why?

**A:** There are a variety of reasons why an applicant may not be selected for a position with FLVS. We appreciate the passion, dedication, and hard work of all the teachers who apply to work on our instructional team. However, we have specific traits and skill sets that we look for in order to ensure that a teacher will be successful in our unique virtual environment. Due to the number of applicants that we work with each week, we are not able to accommodate providing unique or individualized feedback.

**Q:** If I was not selected for an instructional position, when can I reapply?

**A:** If a candidate applies for an instructional position and is not selected, we advise waiting at least a year before applying again for an instructional position at FLVS.

### 6. Candidate Pipeline

**Q:** I have been placed in the Candidate Pipeline. What does that mean?

**A:** Congratulations! Those in our Candidate Pipeline have successfully completed the majority of the review process for an instructional position with FLVS. You may be asked to participate in other interview activities before being extended an offer, once a position becomes available.

**Q:** What is the purpose of the Candidate Pipeline?

**A:** Since FLVS offers rolling enrollment to students throughout the year, we are constantly assessing staffing needs and making hiring decisions based on demand. Our pipeline candidates have completed the majority of the review process. When a position opens in their subject area, we will invite them to complete any remaining review activities.

**Q:** What are the next steps once I have been placed in the Candidate Pipeline?

**A:** Once a position in your content area opens, you will be contacted about next steps by a member of our recruiting team. You will be contacted for a position based on your certifications, experience, and position preferences on file.

**Q:** How long may I have to wait if I am in the Candidate Pipeline before being contacted for next steps?

**A:** As hiring needs are dictated by student demand, the length of time a candidate remains in the Pipeline can vary widely based on the subject area and time of year. We appreciate our candidates' patience as the right open position may take anywhere from several weeks to several months dependent on student needs.

**Q:** My preferences or certifications have changed since being placed in the Pipeline. Who can I notify?

**A:** Please contact [employmentservices@flvs.net](mailto:employmentservices@flvs.net) and we will update our records.

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