

## PLS Hiring Task Guidance

Your live interview will involve facilitating 2-3 screens from a professional development session in the Amplify platform. To prepare for this task PRIOR to your interview, you need to:

1. Follow all the directions in this document to **prepare the tech** pieces and your screens for your facilitation. This [video](#) walks you through the technical steps in this document.
2. **Practice** for your facilitation and talking points by reviewing the speaker notes (called Teacher Moves) in the platform so you are comfortable delivering the information without directly reading from the script. Watch this [video](#) to see how to access the speaker notes (also called Teacher Moves) and display your screens accurately on the platform.
3. As you prepare, you are encouraged to balance bringing in your own authentic voice & personality. Please, however, ensure that the most essential key points & pacing guidance stays consistent from screen to screen.

A few more logistical details:

- You will have no more than 5 minutes to present at the beginning of the interview.
- You will need to create an account and single sign on code prior to joining your live interview, directions are below and in the video linked in step 1 above.
- Facilitate as if you are presenting to a teacher group in person.
- Follow the suggested timing in the speaker notes on each screen.
- Let your personality show through as you engage your audience!

### Platform guidance for prepping and delivering the performance task (10 min)

#### 1. Create an account.

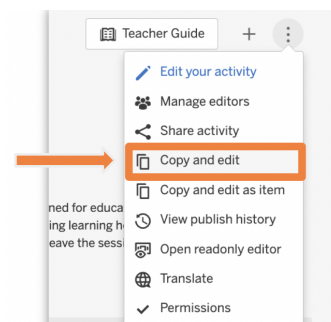
- Go to [teacher.desmos.com](https://teacher.desmos.com) and click Create Account. Login with Google or fill in the email, password and name fields.

#### 2. Copy and customize the activity for your session

- Click the links below to access the correct performance task for the position you are applying for.

|                                            |                                                |                                                  |
|--------------------------------------------|------------------------------------------------|--------------------------------------------------|
| <a href="#">STEM performance task link</a> | <a href="#">Literacy performance task link</a> | <a href="#">Biliteracy performance task link</a> |
|--------------------------------------------|------------------------------------------------|--------------------------------------------------|

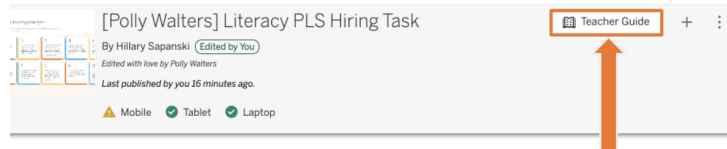
- Copy this activity for your task.
  - Copy and edit the activity by clicking the 3 dots to the right of the Teacher Guide as shown in the image to the right.
  - This copy will be available in your "Custom Activities," which is located on the lefthand side of the platform window.
  - Delete [Copy of] from the title of the activity.
  - Update the title to include your first and last name.



- Click save.
- Publish the activity.

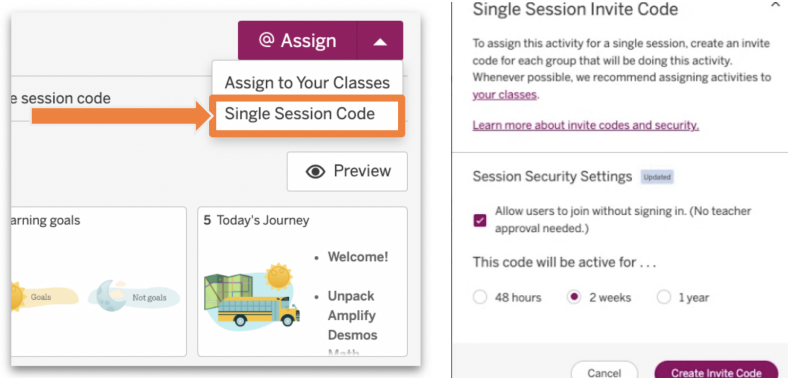


- Access the Teacher Guide for a pdf version of the Teacher Moves, which includes facilitation notes and the script for the screens. Consider practicing and/or reviewing these prior to your virtual interview.



### 3. Assign this activity for your interview (at least 5 minutes or up to 2 weeks prior to the live call)

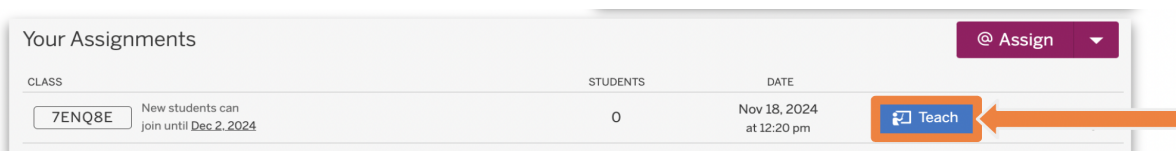
- Click the drop down arrow next to "Assign" and click Single Session Code.



- Check to ensure "Allow users to join without signing in" is already selected.
- Choose 2 weeks for the code to be active and within the time frame of your scheduled interview.

### 4. Prepare to deliver

- Open three tabs to prepare to facilitate the session:
  1. A *teacher.desmos.com* tab with your session. Click "Teach" to open the teacher dashboard.



2. Open up the link to the interview on Google Meet from the Calendly invite. You will share the first tab you opened in this step, the teacher dashboard of your session).
3. One additional tab for the Teacher Guide PDF to reference the 'Teacher Moves' (facilitator notes).

- Optional: Use a second device to view the Teacher Guide notes or print the PDF to reduce clutter on your screen.

## 5. During delivery

- The Single Session Code pop-up window automatically displays after you click “Teach.” You can access the Single Session Code pop-up at any time by clicking on the code next to the activity title at the top of the screen.
- Guide interviewers to login to [student.desmos.com](https://student.desmos.com) and type in the Single Session Code on the screen. Interviewers do not need to sign in. You can also put a link in the chat.
- Present the session from the **Student** tab on the teacher dashboard.
  - Please do not present using the Teacher, Summary, or Snapshots tab.
  - Please do not go into full screen mode (the two arrows above the screen).

