HUMAN RESOURCES
RECRUITING PACKET

FWCS
WE ARE YOUR SCHOOLS
FWCS MISSION, VISION & GOALS

OUR MISSION, VISION & GOALS

FWCS MISSION
Fort Wayne Community Schools educates all students to high standards enabling them to become productive, responsible citizens.

FWCS VISION
Fort Wayne Community Schools will be the school system of choice and a source of community pride.

FWCS GOALS
I. Achieve and Maintain Academic Excellence
II. Engage Parents and the Community
III. Operate Effectively with Integrity and Fiscal Responsibility

Wendy Y. Robinson, Ed. D.
Superintendent of Schools
FWCS DISTRICT

About...

FORT WAYNE COMMUNITY SCHOOLS

Employees: FWCS is the second-largest school district in Indiana. Employing 4,088 people makes FWCS one of the largest employers in the City of Fort Wayne and Allen County. Our certified teaching staff represents 1,883 of these individuals.

Enrollment: FWCS has an enrollment of over 30,980 students representing a multitude of ethnic backgrounds.

Diversity: FWCS embraces diversity within our school district. We are proud to have 75 different languages spoken by our students. Our current student composition percentage rates are as follows:

- Caucasian ..................................................... 47%
- Black ............................................................ 24%
- Hispanic ....................................................... 15%
- Multi-racial .................................................... 9%
- Asian .............................................................. 5%
- Native American ............................................ 1%

Choice: Parents and students in our district may select the school which best suits their interests based on space, availability and racial balance. Our students attend the schools of their choice with full bus transportation. Our buses log over 20,000 miles on the road every school day. Parents and students select from two early education centers, 31 elementaries, one intermediate school, 10 middle schools, five high schools, Anthis Career Center and one alternative program.

Graduation: FWCS Strategic Plan calls for a goal of obtaining 100% graduation rates. Most recent figures show we achieved 88.1% graduation rate.

Partnerships: Partnerships with business and community strengthen our district. Program and financial support are prevalent in the Fort Wayne community’s support for our children and our district. Parents and volunteers are active in our buildings and events. We were fortunate to have over 1,600 volunteers donating their time last year to ensure our children learn and succeed.
## HIGH SCHOOLS

North Side High School  
475 E. State Blvd.  46805  260.467.2800

Northrop High School  
7001 Coldwater Rd.  46825  260.467.2300

Snider High School  
4600 Fairlawn Pass  46815  260.467.4600

South Side High School  
3601 S. Calhoun St.  46807  260.467.2600

Wayne High School  
9100 Winchester Rd.  46819  260.467.6400

## MIDDLE SCHOOLS

Blackhawk Middle School  
7200 E. State Blvd.  46815  260.467.4885

Jefferson Middle School  
5303 Wheelock Rd.  46835  260.467.4825

Kekionga Middle School  
2929 Engle Rd.  46809  260.467.6600

Lakeside Middle School  
2100 Lake Ave.  46805  260.467.8625

Lane Middle School  
4901 Vance Ave.  46815  260.467.4400

Memorial Park Middle School  
2200 Maumee Ave.  46803  260.467.5300

Miami Middle School  
8100 Amherst Dr.  46819  260.467.8560

Northwood Middle School  
1201 E. Washington Ctr. Rd.  46825  260.467.2930

Portage Middle School  
3521 Taylor St.  46802  260.467.4500

Shawnee Middle School  
1000 E. Cook Rd.  46825  260.467.6525

## ELEMENTARY SCHOOLS

Abbett School  
4325 Smith St.  46806  260.467.5800

Adams School  
3000 New Haven Ave.  46803  260.467.5850

Arlington School  
8118 St. Joe Center Rd.  46835  260.467.6000

Bloomington School  
1300 Orchard St.  46808  260.467.6700

Brentwood School  
3710 Stafford Dr.  46805  260.467.6725

Croninger School  
3710 Stafford Dr.  46805  260.467.6775

Fairfield School  
2825 Fairfield Ave.  46807  260.467.6050

Forest Park School  
2004 Alabama Ave.  46805  260.467.6850

Glennwood Park School  
4501 Vance Ave.  46815  260.467.6200

Haley School  
2201 Maplecrest Rd.  46815  260.467.6510

Harrison Hill School  
355 Comel Circle.  46807  260.467.7000

Holland School  
7000 Red Haw Dr.  46825  260.467.7075

Indiana Village School  
3835 Wenonah Lane  46809  260.467.5200

Irwin School  
3501 S. Anthony Blvd.  46806  260.467.5310

Levan Scott Academy  
950 E. Fairfax Ave.  46806  260.467.8050

Lincoln School  
1001 E. Cook Rd.  46825  260.467.5400

Lindley School  
2201 Ardmore Ave.  46802  260.467.5350

Maplewood School  
2200 Maplewood Rd.  46819  260.467.7150

Nebraska School  
1141 W. State Blvd.  46807  260.467.8100

Northcrest School  
5301 Archwood Lane  46825  260.467.5450

Price School  
1901 W. State Blvd.  46807  260.467.6100

Shambaugh School  
3520 Rebecca Dr.  46835  260.467.6150

South Wayne School  
810 Cottage Ave.  46807  260.467.8100

St. Joseph Central School  
6341 W. State Blvd.  46835  260.467.6100

Study School  
2414 Brooklyn Ave.  46802  260.467.8500

Washington School  
1015 W. Washington Blvd.  46802  260.467.8150

Washington Center School  
1936 W. Wallen Rd.  46818  260.467.6250

Waynedale School  
7201 Elsey St.  46809  260.467.8820

Weiss Park School  
902 Colerick St.  46806  260.467.8875

## EARLY CHILDHOOD CENTERS

Bunche Early Childhood Center  
1111 Greene St.  46803  260.467.4790

Young Early Childhood Center  
1026 E. Pontiac St.  46803  260.467.8950
Interested in seeking a teaching position with Fort Wayne Community Schools?

For a direct link to the online application, view and apply to any current openings, go to our website www.fwcsjobs.org and select the link for Certified/Teacher/Substitute.

It is a pleasure to have you express an interest in a teaching position with FWCS. FWCS follows a cycle of hiring periods for the school year. There are specific dates and requirements to meet depending on the time of year.

Additional information regarding the teacher hiring process may be obtained by going to the FWCS home page website www.fortwayneschools.org.

Select from the Quick Links menu, ‘Human Resources - Employment at FWCS’. Applicants will be directed to the Human Resources Department information page where teaching applicants may select the link for ‘Teachers’ under Quick Links or Employment Opportunities.

Once on the ‘Teachers’ screen, links can be found for

- the online application for new applicants from which job postings may be viewed
- the Annual Hiring Schedule
- employment information regarding the hiring process

In order to be considered for a vacancy once the application has been completed, the applicant must apply to the job posting for which the applicant is interested and qualified. Applicants selected for interviews will be contacted by the building principal.

Employment Note: Once an external applicant is recommended for a position, the following pre-employment requirements must be met prior to final approval for employment:

- Valid drug screening
- Valid local, county, state, and out-of-state limited criminal histories
- Valid National Sex Offender Registry check
- Acceptable written references
- Signed Waiver Agreement, Background Investigation Consent Form
- Proof of valid Indiana Certification and Highly Qualified Status
- School Board approval

Fort Wayne Community Schools
Human Resources Department
1200 South Clinton Street
Fort Wayne, IN 46802

Phone: 260.467.2132
Fax: 260.467.1973
FWCS BENEFITS - CERTIFIED

Contract Year 2013-14: 193 days, Aug. 15, 2013 through June 4, 2014 (Kg teachers 194 days, start 8/14/13)
Master Contract language supersedes anything contained in this general overview.
Benefit days have been converted to hours.

For additional documents or forms, please visit the FWCS Intranet, Compensation & Benefits section of the Human Resources page at http://home.fwcs.k12.in.us/humanresources/hr.php or call 467.2155.

<table>
<thead>
<tr>
<th>Benefit Days</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>Holidays</td>
<td>Seven paid holidays per year</td>
</tr>
<tr>
<td>Personal Business Days*</td>
<td>Two days per school year. Excess days roll over to personal illness</td>
</tr>
<tr>
<td>Personal Illness Days*</td>
<td>Ten days per school year, cumulative to a total of 120 days</td>
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<tr>
<td>(Cumulative sick leave transferred from previous school corporation will be credited in full at the beginning of the second year of employment)</td>
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<tr>
<td>Family Illness Days*</td>
<td>Three days per year for immediate family members *(as defined in Master Contract)</td>
</tr>
<tr>
<td>Maximum accumulation of nine days. Excess days roll over to personal illness</td>
<td></td>
</tr>
<tr>
<td>Sick Leave Bank</td>
<td>Teachers participate by contributing one day from personal illness allotment. Participants are eligible to request bank days for an extended illness. Some rules apply.</td>
</tr>
<tr>
<td>Reimbursement for Unused Sick/Personal Leave</td>
<td>May return unused personal &amp; family illness or personal business days up to 15 total for $25/day reimbursement. Impacts Sick Leave Bank eligibility in succeeding year.</td>
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*Part-time teachers with .5 FTE or less receive half number of days

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<tr>
<th>Insurance Benefits</th>
<th>Brief Description</th>
<th>Cost</th>
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| Group Health Insurance* (Elective/Signed enrollment or waiver required) | • Group Health Plan includes bundled Medical, Dental and Vision coverage through Anthem BCBS  
• Two Options: Core or High Deductible (see 2014 Health Plan Options for Employees comparison sheet)  
• Closed Enrollment: must enroll within 31 days of initial eligibility or HIPAA Special Enrollment Event  
• District provides annual subsidy as follows:$6,068 towards single coverage; $11,808 towards employee plus child, $13,694 towards employee + spouse and $16,072 towards family coverage.  
• District contribution to Health Savings Account (HSA) for employees enrolled in High-Deductible Plan  
• Ceases at end of month following last day of employment | Employee premium payroll deducted 18 times/year  
Deduction taken pre-tax per Section 125 unless employee opts out at enrollment  
Employee cost listed at bottom of 2014 Health Plan Options for Employees comparison sheet |
| Long Term Disability* (FWCS Sponsored) | Provides a benefit of 66-2/3 % of earnings after 180 consecutive calendar days of qualified disability | Premium paid by FWCS |
| Basic Term Life Insurance* (FWCS Sponsored) | Two times gross contracted salary, rounded to nearest $100 | Premium paid by FWCS |
| Supplemental Term Life* (Optional) | Provides employee with additional term life insurance; premium based on benefit level selected | Premium paid by employee |
| Dependent Term Life* (Optional) | Provides life insurance for eligible dependents | Premium paid by employee |

*Full-time or job-share ownership status required

Other Benefits Available

| Section 125 Program (Optional) | An elective program providing employees an opportunity to place a portion of their pre-tax salary into a flexible spending account for out-of-pocket medical and dependent day care expenses. Optional cancer and accident insurance also available on a pre-tax basis. Enrollment available within 30 days of initial employment. Representatives visit buildings each fall. |
| Other Optional Insurance Products | Life insurance, short-term disability insurance and critical illness insurance; premium based upon income and benefit level selected. Representatives visit buildings annually each fall. |
| State Retirement (Annuity Savings Account (ASA) / monthly pension benefit) | Provided through Indiana Public Retirement System (INPRS) [http://www.in.gov/insps - under My Fund select Public Employees or phone 888.526.1687]. Three percent required employee ASA contribution paid by FWCS (employee always 100% vested). Ten year vesting requirement for lifetime pension benefit per State Statute. |
| FWCS 403(b) Plan (Optional/Employee Contribution to Individual Retirement Savings) | May elect pre-tax payroll contribution to one of three approved vendors: Lincoln Financial, MetLife Resources or VALIC. Enrollment available within 30 days of initial employment OR on quarterly basis by completing an enrollment form with the chosen vendor and an FWCS Salary Reduction Authorization form for payroll deduction. |
| FWCS Retiree Health Insurance | Continuation of group health plan until Medicare-eligible per contract and statutory requirements. Retiree pays 100% of annual premium. |

Benefit Overview – Teaching Positions
HR 36-007 TCH rev. 10/30/2013
Visit http://home.fwcs.k12.in.us/HumanResources/hr.php for additional forms and information
The academic program of Fort Wayne Community Schools supports the district’s moral purpose of educating all students to high standards by providing research and standards-based instruction with differentiated supports for all students. Student responses to instruction are monitored with the implementation of a problem-solving process that is used when students need more challenge or support. The curriculum of Fort Wayne Community Schools encompasses the Indiana Academic Standards while transitioning to the Common Core State Standards that are required to be taught to all students. FWCS recognizes that students bring a great variety of educational and personal needs and experiences to the classroom, so while the content of the FWCS curriculum rests upon the Indiana Academic Standards, it is delivered and measured through instructional practices and assessments designed to meet the learning needs of all students. FWCS uses a variety of assessments to measure the standards at all instructional levels. This assessment data is used to plan precise instruction based on student needs using a district-wide Instructional Framework.

**English/Language Arts**
The goal of the English/Language Arts program is to develop within students the ability to read, write, listen and speak successfully in accordance with the Indiana English/Language Arts Standards and in all content areas. The Elementary Literacy Framework (ELF) and Secondary Comprehensive Literacy Model (SCLM) provide teachers with teaching strategies to develop lessons across grade levels and content areas within the common Instructional Framework. These models provide students, at all grade levels, teacher-directed explicit instruction with multiple opportunities for students to construct their own knowledge through authentic literacy activities. These models emphasize researched-based instruction and are continually being updated to reflect best practices.

**Mathematics**
The goal of the mathematics program is to ensure that students understand, apply and communicate mathematical thinking. The mathematics curriculum and instruction is organized around major concepts. It is focused and coherent, addressing specific standards by grade level or course. The rigor of the curriculum is designed to stimulate students to use critical thinking skills and to communicate their thinking in a variety of ways. Instruction utilizes many different types of materials and strategies, addresses individual learning styles and connects mathematical ideas. Students are actively engaged in their learning.

**Science**
Science instruction in Fort Wayne Community Schools is inquiry-based. This hands-on/minds-on emphasis develops students who design, conduct and understand inquiry investigations while making connections to learning strategies and science concepts. Science instruction directly linking with math and literacy promotes learning through real-life scenarios and applications. This develops critical thinking skills, problem-solving, writing and speaking.

**Social Studies**
The goal of the social studies program is to develop informed, responsible citizens who effectively participate in our democratic society. By focusing on developmentally appropriate topics, our students have opportunities to expand their knowledge in history, civics and government, geography and economics. Social studies instruction directly links with math, literacy and science in real-life scenarios and application, using critical thinking skills, problem-solving, writing and speaking.

**Electives**
Students are offered opportunities to take elective classes in a variety of areas of interest. Classes such as art, business, dance, music and physical education are available at elementary, middle and high school levels.
Welcome to Fort Wayne

The perfect Midwest mix, Fort Wayne is a close-knit community with big-city flair. As the second-largest city in Indiana, Fort Wayne offers urban sophistication without straying from its community values. Affordable housing, low cost of living, top-notch schools, first-rate medical facilities and genuine Hoosier hospitality make Fort Wayne a great place to live. In fact, Fort Wayne has been named an All-American City three times. No wonder more than 250,000 people proudly call Fort Wayne and Allen County home.

Located in Northeastern Indiana, Fort Wayne is convenient to several major cities including Chicago, Detroit and Indianapolis. But with all there is to see and do here, you don’t have to leave town to have a good time. You’ll find a vibrant selection of art galleries, entertainment venues and cultural attractions, not to mention great food. Known as the “City of Restaurants,” Fort Wayne offers cuisine to please any palate. Fort Wayne is home to the Fort Wayne Children’s Zoo, one of the top ten in the U.S.; world-renowned Vera Bradley bags and DeBrand Fine Chocolates; the largest genealogical collection in America and world-class arts and theatre. Each year, Fort Wayne hosts a number of festivals and special events celebrating anything from our German heritage, Johnny Appleseed, to our eventful Three Rivers Festival every summer.

Sports fans will be interested to know that Fort Wayne is the birthplace of the NBA (National Basketball Association) as well as the first professional women’s baseball team. Today, we’re home to the Class-A Fort Wayne TinCaps baseball team, Fort Wayne Komets Hockey, Fort Wayne Fever PDL and W-League soccer teams, and the Fort Wayne Mad Ants NBA D-League basketball team. If your favorite sport is shopping, we’ve got that, too. Fort Wayne is the perfect place to wear yourself out on a shopping binge. The city is home to Indiana’s second largest shopping destination-Glenbrook Square, with a plethora of stores you’ll be sure to find what you are looking for. Don’t forget to check out Jefferson Point too, our open-air lifestyle mall where you’ll visit over 50 stores, restaurants, and an 18-screen stadium seated movie palace.

A diverse city with diverse people, Fort Wayne has something for everyone.

To find out more about Fort Wayne, or for your official visitor’s guide, contact the Convention and Visitors Bureau at 1-800-767-7752 or visit www.visitfortwayne.com.