

Pittsburgh Public Schools Eligible List

Frequently Asked Questions

What is an “eligible list” and why does Pittsburgh Public Schools use one?

Pittsburgh Public Schools (PPS) is required by the Pennsylvania School Code to use an *eligible list* to determine which candidates can be considered for hire. The eligible list reflects the top 10% of candidates in any given professional certification area and placement on the list is determined by scoring each candidate’s application according to established pre-screening criteria.

What is the pre-screening criteria used to determine a candidate’s placement on the eligible list?

Candidates’ placement on the eligible is informed by two criteria:

- *Significant experience and performance*, which includes points for years of relevant experience, experience working with youth in an urban environment, PPS experience, leadership, and professional references.
- *Writing samples*, which applicants provide as responses to three prompts.

What can I do to increase my likelihood of being a candidate in the top 10% of applicants?

Pittsburgh Public Schools values individuals who have worked with our students. Applicants bringing experience with the District as a substitute or paraprofessional can earn additional points as part of the *significant experience and performance* component.

The written responses provide an opportunity for applicants to demonstrate not only their written communication skills, but also to highlight or further explain their skills, abilities, and desire to work in Pittsburgh Public Schools.

How often is the eligible list updated?

A new eligible list is created each time a vacancy arises within a given professional certification area.

Will I receive notification about my placement on the eligible list?

Because the top 10% of candidates is constantly changing, individuals will not receive notification related to their standing on the list.