



5 Proven Steps for Identifying Exceptional Special Education Professionals

Why It Matters

The stakes are high in special education.

Hiring the right professionals means better student outcomes, stronger compliance, and less turnover. Our team uses these 5 essential steps to help districts identify and secure top talent.

The 5-Step Hiring Framework

Step 1: Build a Clear Scorecard for the Role

Define success before the first interview.

Include:

- Role mission
- 3–5 key outcomes expected in the first year
- Up to 6 must-have competencies (e.g., adaptability, student advocacy, collaboration)

Step 2: Research Candidates Online Presence

Review social media, LinkedIn, or relevant online contributions to spot alignment (or red flags) with your values.

Step 3: Conduct a 30-Minute Screening Interview

Ask 5–7 structured questions to determine:

- Drivers for considering a new role
- Role fit
- Experience with IEPs, diverse learners, etc.

Step 4: Conduct a Top-Grading Interview

Deep-dive into their career history. Look for:

- Patterns of success
- Motivation for working in special education
- Real examples of problem-solving and student support
- Ask how their former employers would describe them

Step 5: Check 2+ References with these 4 Targeted Questions

- In what context did you work with the person?
- What were the person's biggest strengths?
- What were the person's biggest areas for improvement back then?
- What tips do you have for me on how to coach this person up?

Want Help?

We've helped districts across the country streamline their special education hiring process and fill key roles with qualified, committed professionals. We're happy to help you do the same.

Contact us to learn more or request support for your next hire.

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