

## **APPLICATION FOR POSITIONS**

### **Advertising Procedures**

All vacancies and new positions which require the employment of additional licensed and/or full-time personnel will be advertised on the division website and in all schools in the division.

Advertisements will list minimum qualifications only. Part-time positions will be advertised within the school division to give local residents an opportunity to be considered for such types of appointments. Reassignment of duties due to the abolishing of a position will not be advertised.

Applicants must apply on-line for any available position. A computer kiosk is available at the School Board Office for any interested applicant.

### **Application Procedures**

1. Complete application and attach the supporting documentation listed below.
  - Transcript of Academic Work
  - National Teacher Examination Scores (if available)
  - Copy of Teaching License (if available)

### **Processing of Applications**

1. Applications for an advertised position will be reviewed in a screening process for that position provided the applicant meets the minimum advertised qualifications. The screening process will include an evaluation of applicant information and position related criteria.
2. Applications will be placed on active file after all credentials have been submitted.
3. Applications remain active as part of the on-line database indefinitely. However, applicants must ensure they apply for vacant positions of interest as they occur and are posted on the division website to be part of that specific applicant pool.
4. Depending upon the position under consideration, the screening and selection committee may be made up of the superintendent, assistant superintendent, and other designated division staff as deemed necessary.
5. Items that will be reviewed in the screening process are:
  - Transcripts of Academic Work
  - References
  - National Teacher Examination Scores
  - Experience and Training Related to Existing Criteria for the Position

### **Selection Process**

1. After applications on file have been screened, a selection committee will conduct a structured interview with the best qualified applicants. Information will be filed as to which applicants are interviewed.
2. To protect the time of professional staff and ensure “time on task”, no interviews will be conducted unless a position has been advertised.
3. All unsuccessful applicants, who have been interviewed for the advertised position, will receive a written notice that the position has been filled after the successful candidate has been selected.
4. A list of the candidates interviewed will be included in the recommendation letter to the superintendent for School Board approval.

### **Record Keeping Procedures**

The following information will be organized in a folder for each position filled and held for a period of three years:

1. A copy of the advertisement with a list of places posted.
2. A copy of the letter of recommendation to the superintendent .