

WISD Employee Recommendation Form:

An Employee Recommendation Form is utilized to summarize information for the superintendent, school board, and business/human resources office. The form should be completed and submitted to the Superintendent by the hiring administrator/supervisor. In the case of teacher-coaches, both the campus administrator and athletic director should sign and approve the recommendation.

On-Boarding for New Hires:

New hires are assigned a district mentor as follows:

- New Teacher – A district mentor is assigned for a minimum of two years to be extended as needed.
- Experienced Teacher/New to District – A district mentor is assigned for a minimum of one year to be extended as needed.
- District mentors are experienced teachers who have taught for a minimum of five years and have been in the district for a minimum of two years. Mentors will be trained in their roles and responsibilities prior to assignment.
- Mentors receive a small stipend for their services.

All personnel new to the district receive three additional days of professional development at the beginning of the year as follows:

- One day orientation which includes introduction to key personnel; teambuilding; a presentation on the history and heritage of Woodville ISD; training on the district mission, vision, goals, and philosophy; general procedures and expectations; and a tour of the district.
- One day training on technology devices and programs used in the district to include: Google Classroom, Gradebook, Attendance, Eduphoria, Renaissance, Frontline, iStation and/or Edgenuity, Classlink, Emergency Communications, etc.
- One day training and planning with campus administrators and individual mentors to include basic classroom management, curriculum alignment, lesson planning, instructional strategies, campus discipline procedures, etc.

Depending upon role and position, new personnel are encouraged to coordinate opportunities with their mentors and/or administrators to observe other teachers/staff members during the performance of their duties, attend training sessions/conferences, and participate in other professional development activities such as book studies, small group networking, etc.



WOODVILLE ISD - EMPLOYEE RECOMMENDATION FORM

Date:

Name of Potential New Employee:

Campus:

Position/Department:

New Position or Replacement for:

Additional Duties: *(Coach, Organization/Club sponsor, coordinator of programs, etc.)*

Recommending Administrator(s):

In-District Transfer: *Yes or No (If yes, complete only the sections labeled with a *, sign and submit to Supt.)*

*Educator Certification(s): *Standard, Probationary, DOI*

If a paraprofessional, is the applicant highly qualified: *Yes, College Hours, Para Certification, No (Attach copies of SBEC Certification, documentation from the Alternative Certification Program, or explain DOI exception)*

Driver's License/Criminal Background Check: *Passed or Did Not Pass*

Social Media Check: *Passed or Did Not Pass (Google their name, check social media sites such as Facebook, Instagram, etc.)*

Fingerprinting Completed: *Yes or No*

*Hiring Committee or Individual (Please list all names)

- ◆ First Interview: *Campus Committee Members*
- ◆ Second Interview: *Campus Principal/Athletic Director*
- ◆ Third Interview: *Lisa Meysembourg, Superintendent*

*Summary Statement about Applicant *(from first/second interviews and reference checks):*

*Hiring Concerns: *(if applicable)*

Total Years Experience in Education: _____ Years in This Type of Assignment _____

Projected Start Date: _____ Contract Term/Days: _____

Salary/Pay Step: _____

Attach copies of application, resume, certifications, transcripts (if applicable), and reference check forms before submitting to the superintendent for approval.

Admin. Signature _____ Date _____

Superintendent Recommendation:

Supt. Signature _____ Date _____