

Woodville ISD
Process and Procedures for New Hires



Posting:

Open positions in the district are posted online through the District Website and on state and national job boards through Texas Association of School Administrators (TASA), Texas High School Coaches Association (THSCA), ESC 5, and K12JobSpot. Alternative Certification Programs are also contacted as needed for individuals who may have an interest in teaching in Woodville (Texas Teach, iTeach, ESCs, etc.)

Applications:

The district uses TalentEd Hire to post, receive, and monitor applications and other related documents. Applications are completed and submitted online through the *Employment* link on the district website. In addition to the application, potential hires are encouraged to upload and submit supporting documents such as resumes, reference letters, college transcripts, certifications, etc.

Interview Committees:

First Interview (Optional):

Interview committees are utilized at campus and district levels to involve all stakeholders in the hiring process. Committee members are selected based on various criteria depending upon employment position, campus, grade level, subject area, etc. Typically a committee is comprised of 3-6 members. The interview committee will help screen applications, conduct interviews and make recommendations to the administrator on the individuals they feel would best meet the criteria for the position. It is critical that all committee members understand the following:

- The committee is considered advisory in nature. While they make recommendations the final hiring decision is made by the administrator.
- All documentation and information seen, shared, and/or discussed is considered confidential and should not be shared with anyone outside the committee.
- All discussions that occur during these meetings/interviews is considered confidential and should not be shared with anyone outside the committee.
- Once decisions are made, whether the individual members agree or not, all members are expected to support the final candidate fully with no outside negative comments. Any concerns should be addressed directly to administrator facilitating the hire.

Second Interview:

A second interview of the top candidate(s) will be conducted by the direct supervisor and/or administrator of the campus. This may be accomplished by phone if the supervisor and/or administrator participated in the first interview. If not, this interview should be done in person.

Third Interview:

Upon final selection of the applicant by the campus administrator, a third and final interview will be conducted by the superintendent. The following documentation must be provided to the superintendent prior to the interview:

- Completed Employee Recommendation Form
- Completed Application and Resume
- Completed Reference Check Forms
- State/National Certifications
- College Transcripts (if applicable)
- If going through an Alternative Certification Program, a letter from the certification program showing acceptance into the program and a copy of the most recent test scores showing qualifications to teach

In-District Transfers:

Employees should initiate a transfer by first speaking with their current administrator/supervisor. They should then complete the online process using the In-District application. They can also reach out to the administrator/supervisor of the hiring campus and inform them of their interest.

As a matter of professional courtesy, administrators/supervisors should never attempt to “recruit” from other campuses/departments within the district. However, they may discuss staff openings among themselves and if both the losing and gaining campuses agree, then an administrator may initiate a discussion with an employee about a possible move.

Interviews should still be conducted for the position, however it is up to the hiring administrator to determine the level at which this will be done – interview by committee or just by the administrator/supervisor. A superintendent’s interview is not required nor are the documents listed above, other than proof of certification for the new position. The gaining administrator should complete the relevant areas on the WISD Employee Recommendation Form and submit to the superintendent for final approval.

Reference Checks:

In addition to fingerprint, criminal background, and social media checks, reference screeners are utilized to gain a quick look at an applicant’s potential for hire. If interested in hiring an individual, administrators are required to contact at least three references through a phone call or personal visit, including one of whom is NOT listed on the application or resume as a reference. The most recent immediate supervisor of the applicant must be contacted for a reference check as well. While an administrator may ask additional questions based on the position, district reference check forms are used to ensure consistency and thoroughness in obtaining valid and relevant information to be used in making a final decision.

In the case of applicants for teaching and coaching positions, both the administrator and Athletic Director should conduct their own reference checks pertaining to their specific criteria/need for teaching and coaching.