

School District of Greenwood Hiring Process

Job Posting

Support Staff and Coaching positions will be posted as follows:

- District website
- Email via an all-District email
- Paper copy posted in each school office
- Published for one week in the TRG

Professional Staff positions will only be posted on WECAN

All job postings will list a closing date of “Until filled.”

The hiring process regarding **Job Posting and Applications** will be published twice in district newsletters and posted on the district webpage.

Applications

Professional Staff

1. All applications are submitted through the WECAN website.

Support Staff and Coaches

1. Complete Employment Application-available on district webpage and in District Office and submit to District Office.
2. Submit a Letter of Interest to the District Office, if a current application is on file.

Interviews

1. The goal is to interview at least three (3) applicants for each open position.
2. Candidates for interviews will be selected by administration.
3. Interviews will be conducted by at least two (2) district personnel with at least one (1) being an administrator.

Criteria for employment

1. Qualifications/Certifications
2. Passion
3. Communication Skills
4. Organized/Detail Orientated
5. Knowledge base
6. Problem-solver
7. Adaptable/Flexible
8. Team Player

Pre-Employment

1. Reference Checks-at least two (2) references checked prior to offer
2. Background Check

Exiting Procedures

1. Written letter of resignation.
2. Key card de-activated.
3. Keys returned to school office.
4. Computer system access terminated.
5. Employee must remove personal property from the classroom between 7:30 am – 3:30 pm.
6. Any materials the employee deems trash shall be left in the classroom and labeled as such.
7. Personal exit interview with administrator if possible, an exit interview form will also be mailed.