

## PERSONNEL INTERVIEW PROCEDURES FOR TEACHING POSITIONS

### Selection of Certified Personnel

In carrying out its belief that the quality of its teachers is the single most important ingredient of a school district, the Amber-Pocasset Board of Education shall seek to attract and retain the services of well-qualified, competent teachers. The board shall select teachers on a basis of professional qualifications, and those teachers shall enter into a contract with the school district upon employment. No teacher will be employed who does not meet accrediting standards established by the Oklahoma State Department of Education. All teachers shall register their certificates and transcripts in the office of the superintendent before assuming their teaching duties with the school system.

This personnel interview/selection process is to be utilized in determining a candidate to recommend to the board of education for regular employment. In the event that a candidate is being selected to fill a temporary position (contract for less than one year), the principal may interview and select a candidate to recommend from a pool of available applicants. The temporary position will be re-advertised at the end of the temporary contract and this interview/selection process will be followed in determining a candidate to recommend to the board of education for regular employment.

- It is the responsibility of the principal, with the approval of the Superintendent, to post all vacant positions. Vacancies should be posted to at least 5 days.
- Following the posting period, the principal will screen applications of those applying for the vacant position. The principal or his/her designee will check references of the top candidates.
- Interviews will be scheduled.
- The principal will make a selection. The principal will then make a recommendation to the superintendent.
- Following the submission of the name of the recommended candidate, the principal may contact the finalists who are not being recommended for the position. If the principal prefers, the superintendent's office may send a form letter to the candidates not recommended.
- The superintendent will conduct the final interview prior to making a recommendation to the board of education.
- Following confirmation by the superintendent, the recommendation is submitted to the board of education for its approval. This procedure is for new hires, promotions and salary increases only. Employment is contingent upon board approval.
- The Amber-Pocasset School District's certified personnel who desire to be considered for vacancies may submit a written request to the superintendent. Such employees will be given first consideration in filling vacancies.

### Oath of Office

Every person who is employed to teach in the Amber-Pocasset Public Schools shall first take and subscribe to the loyalty oath or affirmation required by state law in order to qualify for and enter upon the assigned duties and/or receive compensation.

**PERSONNEL  
INTERVIEW PROCEDURES  
FOR TEACHING POSITIONS (Cont.)**Certification and Licensing

It is the responsibility of the employee to meet the qualifications for any license or certification required in order to hold the position assigned. Any license or certification required must be kept valid and up-to-date to qualify for continued employment. State school law requires a valid certificate before salary can be paid.

Health Examinations

All teachers entering the Amber-Pocasset school system for the first time are required to furnish a certificate of health and tuberculosis clearance (x-ray or test) for the first contract year prior to the start of school but in no instance later than the start of the second month of school. Teachers shall furnish tuberculosis clearance certificates every third year thereafter, prior to the start of the school year.