



# **OEISD HIRING PRACTICES**

January 13, 2014  
Lisa A. Gonzales  
Superintendent

# Employment Policy

## **CONTRACT EMPLOYEES**

The District shall employ each classroom teacher, principal, librarian, nurse, or school counselor under a probationary contract, a continuing contract, or a term contract. The District is not required to employ a person other than these listed employees under a probationary, continuing, or term contract. *Education Code 21.002*

## **EDUCATIONAL AIDES**

The Board shall establish a plan to encourage the hiring of educational aides who show a willingness to become certified teachers. *Education Code 54.214(f)*

## **EMPLOYMENT OF RETIREES**

The District shall file a monthly certified statement of employment of a retiree in the form and manner required by TRS. The District shall inform TRS of changes in status of the District that affect the District's reporting responsibilities. The certified statement must include information regarding employees of third party entities if the employees are service or disability retirees who were first employed by the third party entity on or after May 24, 2003, and are performing duties or providing services on behalf of or for the benefit of the District. An administrator of the District who is responsible for filing the statement, and who knowingly fails to file the statement, commits an offense

## **FORMER BOARD MEMBER EMPLOYMENT**

A Board member is prohibited from accepting employment with the District until the first anniversary of the date the Board member's membership on the Board ends. *Education Code 11.063*

## **AT-Will Employees**

Personnel employed on an at-will basis include but are not limited to employees in the following categories: noncertified administrators and other noncertified professionals, paraprofessionals, and auxiliary employees.



# PRE-HIRING POLICY

## POSTING OF VACANCIES



The District's employment policy must provide that not later than the tenth school day before the date on which the District fills a vacant position for which a certificate or license is required as provided by Education Code 21.003 [see DBA], other than a position that affects the safety and security of students as determined by the Board, the District must provide to each current District employee:

- Notice of the position by posting the position on:

A bulletin board at:

A place convenient to the public in the District's central administrative office, and

The central administrative office of each campus during any time the office is open; **or**

The District's Internet Web site, if the District has a Web site; and

- A reasonable opportunity to apply for the position.

*Education Code 11.1513(d)*

### EXCEPTION

If, during the school year, the District must fill a vacant position held by a teacher, as defined by Education Code 21.201 [see DCB], in less than ten school days, the District must provide notice of the position in the manner described above as soon as possible after the vacancy occurs.

However, the District is not required to provide the notice for ten school days before filling the position or to provide a reasonable opportunity to apply for the position. *Education Code 11.1513(e)*



# •PRE-HIRING POLICY



## ▶ PERSONNEL DUTIES

- ▶ The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

## ▶ POSTING VACANCIES

- ▶ The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

## ▶ APPLICATIONS

- ▶ All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a non-contractual position.

- ▶ [For information related to the evaluation of criminal history records, see DBAA.]

## ▶ EMPLOYMENT OF CONTRACTUAL PERSONNEL

- ▶ The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.
- ▶ The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]

## ▶ EMPLOYMENT OF NONCONTRACTUAL PERSONNEL

- ▶ The Board delegates to the Superintendent final authority to employ and dismiss non-contractual employees on an at-will basis. [See DCD]

# PRE-HIRING ACTIVITIES



- ▶ Establish an Interview Committee
- ▶ Establish Criteria or a profile if a new position is approved
- ▶ Revisit established profile for additions/revisions for position
- ▶ Develop interview questions based on the profile
- ▶ Submit Change of Personnel form to Central office
- ▶ Provide the Superintendent's office the job posting description /criteria and timeline for posting
- ▶ **Paraprofessionals– OEISD will now be offering our own training for HQ (Highly qualified purposes at no charge to the public)**
- ▶ Curriculum Director is leading this initiative
- ▶ The competency test is the basis to the requirement rather than “training” for meeting HQ requirements
- ▶ TOPS Training provided at ESC 2–Not always offered timely so the district wants to be proactive and have this training readily available to present to candidates as needs arise
- ▶ Curriculum Director has been in contact with T.E.A. to get clarification on requirements
- ▶ January 13–14, 2014–20+ Attendees for Day One

**BEST  
PRACTICE**  
STRAIGHT AHEAD



# HIRING – DURING THE PROCESS POLICY

Odem-Edroy ISD  
205905

EMPLOYMENT OBJECTIVES  
OBJECTIVE CRITERIA FOR PERSONNEL DECISIONS

DAC  
(LOCAL)

The Board establishes the following objective criteria for decisions regarding the hiring, dismissal, reassignment, promotion, and demotion of District personnel. These criteria are not rank-ordered and may be considered in whole or in part in making such decisions.

- Academic or technical preparation, supported by transcripts.
- Proper certification for grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions.
- Experience.
- Recommendations and references.
- Appraisals and other performance evaluations.
- The needs of the District.



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# HIRING DURING THE PROCESS – Interviews



During the interview, the committee must determine the answers to the components outlined in policy in selecting a candidate.



**Good Storyteller at  
the Job Interview**



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# The Selection Process

## Best Practices– The Interview Committee



1. Interview Questions are scored
2. Committee Members score the candidates individually
3. The committee as a whole discusses the scores of candidates
4. The committee as a whole looks at strengths and areas of weaknesses for the job
5. The committee makes a recommendation



**“Totality”**–Multiple components are considered by policy first . An “array” of information is reviewed as the best candidate is selected, who best meets the profile.





# OEISD HIRING PRACTICES



## **Recuse–When it is necessary?**

1. If you are serving on the interview committee and you have close ties to the candidate, or exceptional circumstances, speak to the chairperson and explain the situation.
2. If you are closely related to the candidate and serve on the interview committee, you should recuse yourself during the interview of that candidate and abstain from voting when the committee makes the final selection.
3. The chairperson (administrator) may ask a committee member to not serve on the committee if he/she believes it will be a detriment to the selection process.

*Elizabeth Neally, Attorney– Walsh Anderson –Discussion with her on this topic to confirm practices*

# HIRING – DURING THE PROCESS

- ▶ The person selected is based on the committee's work and their ultimate recommendation.

Why is this the best candidate?



Why this candidate over another?



# POST HIRING ACTIVITIES

The position is offered by phone after references are checked.



Transcripts are sent to HQ

Designee to review the transcript/etc. to assure HQ is met.



Letters are mailed to candidates who did not get the position. Phone calls are made at times, instead of the letter informing candidates of the outcome.



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Administrators send the Superintendent's office a letter of recommendation, resume, application, interview score and interview questions as well as reference checks.

# HIRING POLICY

- ▶ The candidate is presented to the superintendent.
- ▶ The candidate is presented to the board.