



Fredericksburg ISD

Fredericksburg Independent School District

234 Friendship Lane, Fredericksburg, Texas 78624

(830) 997-9551 ▪ Fax: 997-6164

Hiring Procedures for all Professional/Contract Campus Positions: Teachers

- (1) Campus Principal has an open position due to resignation, retirement, transfer, or newly created position (approved by Superintendent)
- (2) Position is published on websites by Personnel Office. (Position is not officially opened until posted on website. Professional positions must remain on website for at least 10 calendar days)
- (3) Applicants complete on-line application and DPS Background Check forms.
- (4) Principals view applicants that are submitted on online system. There will also be some possible transfer requests from within Fisd. Make sure you check all past employees and reference checks. Not all people that applied are guaranteed an interview.
- (5) Principal and/or committee will select candidates to interview. (A committee of at least three people will interview the applicants). **Use Fisd teacher interview criteria form to interview and transfer info onto Teacher Interview Rating Form.** You may ask other questions or have them present a mini-lesson if you wish. Put down their total score from the interview sheet and keep for your records. ****I would recommend that the Primary and both Elementary staff interview together about 10-15 applicants in the Spring then generate a ranking list to keep a good pool of applicants handy for unexpected departures. Not all people interviewed are guaranteed a position with Fisd.**
- (6) Principal sends "Recommendation for Hire" to Personnel Office. (example below) On "Recommendation for Hire" form, where it states "Names of applicants interviewed/considered", if you did interview them, please put their score from Teacher Rating Form next to their names so Personnel Office can add it to their online application for future reference. ****Do not tell the person you are offering them a position until they are approved by the Personnel Office**** If they pass the screening (background, DPS checks, other possible references) here at the Central Office, we will let you know so you can offer them the position.
- (7) Applicant meets with Assistant Superintendent of Personnel and Operations for approval, salary, fingerprint information, benefit meeting, ID badge and possible bus driving information. **(Do not quote any salaries or stipends.)**
- (8) Personnel Office submits applicant to Superintendent.
- (9) Superintendent recommends applicant to the School Board for a contract.
- (10) Applicant signs and returns contract.

Hiring Procedures for all non-contract/hourly positions

- (1) Campus Principal/director/administrator has an open position due to resignation, retirement, transfer, or newly created position (approved by Superintendent)
- (2) Position is published on websites by personnel office. (Position is not officially opened until posted on website. All positions must be posted on website for at least 10 calendar days)

- (3) Applicants complete on-line application and DPS Background Check forms.
- (4) Principals/directors/administrator view applicants that are submitted on online system. There will also be some possible transfer requests from within FISD. Make sure you check all past employees and reference checks. Not all people that applied are guaranteed an interview.
- (5) Principal/director/administrator and/or committee will select candidates to interview. (A committee of at least three people will interview the applicants). **Use Fredericksburg ISD Interview Sheet to interview.** You may ask other questions related to opening if you wish. Record their total score from the interview sheet and keep for your records. Not all people interviewed are guaranteed a position with FISD.
- (6) Principal/director/administrator sends "Recommendation for Hire" to Personnel Office. (example below) On "Recommendation for Hire" form, where it states 'Names of applicants interviewed/considered', if you did interview them, please put their score from FISD Interview Sheet next to their names so Personnel Office can add it to their online application for future reference. ****Do not tell the person you are offering them a position until they are approved by the Personnel Office**** If they pass the screening (background, DPS checks, other possible references) here at the Central Office, we will let you know so you can offer them the position.
- (7) Applicant meets with Assistant Superintendent of Personnel and Operations for approval, salary, fingerprint information, benefit meeting, id badge and possible bus driving information. **(Do not quote any salaries or stipends)**
- (8) Personnel Office submits copy of new employee information to Superintendent.
- (9) Applicant begins position as soon as they have completed and cleared fingerprinting process and any other possible training required.

FROM: Johnny Carter, FHS Principal

TO: Donnie Finn, Asst. Superintendent, Operations & Personnel

Recommending: June Cash (38)

For position of: English III Teacher/ Assistant Cheerleading

Replacing: Amy Jones

Starting date: August 13, 2014 (TBD with cheerleaders/camp dates)

Interview Committee Members:

- (1) James Patterson
- (2) Andy Boland
- (3) Paul Kreuzer
- (4) Jeff Minter (Could be more)

Name of applicants interviewed/considered:

- (1) Carrie Wilson (34)
- (2) Karen Coleman (32)
- (3) Michelle Poole (30)
- (4) Patty Batteaux (26)
- (5) Julie Loney (DNI)
- (6) Roshell Huffman (DNI)
- (7) Karen Percy (DNI) (Could be more)

3-22-14
Date

J. Carter
Signature of Recommending Administrator or Supervisor