

# The Employment Process - Certificated

## Application

Individuals seeking employment must submit a completed application along with a personal resume and a copy of credential/s (front and back). Official transcripts and letters of recommendation should be requested by the candidate and sent to the District Office, along with a signed copy of the application.

When the above information and materials are received, applications are placed in the active file and considered for employment.

## Paper Screening

All applications are reviewed to determine if the applicant meets the credential requirements for the designated subject or grade level and that all proper documents have been received. Applications are then reviewed to determine the most suitable candidates for current and anticipated vacancies.

## Initial Interviews

When a review of applications and related information indicates that an applicant is qualified for a current or anticipated vacancy, an initial interview with the Assistant Superintendent or Director of Personnel is scheduled. This initial interview is to allow the applicant the opportunity to expand upon qualifications and experiences. This additional information will assist the Personnel Department in determining which vacancies the candidate should be considered for.

## Position Interviews

When a vacancy occurs, interviews are scheduled for applicants whose qualifications make them the most suitable for the position. Candidates are interviewed by the site administrator and are conducted at the school where the vacancy exists. After candidates are interviewed, the administrator makes recommendations to the Personnel Department.

Candidates may be asked to interview for several positions at different times as a result of this process. Individuals not recommended for a specific vacancy will continue to be considered for other positions.

## Appointment

When the offer of employment is made, a tentative salary placement is determined based on available information from the application. Final salary placement is based upon verification of prior years of experience and receipt of official transcripts. Prior experience is defined as a full year of service under contract at the time that the individual is fully credentialed. A year of service is considered to be at least 75% of a year at full-time equivalent. Special education teachers are given year for year service credit. Transcripts must verify the awarding of credit by an accredited university with all units being converted to semester units.

New employees are required to have a negative TB test on file in the Personnel Department and have Department of Justice fingerprint clearance prior to the start of employment. Staff is employed by official action of the Board of Education upon recommendation by the Superintendent.

## Orientation

New hires are provided a packet of information regarding medical enrollment, health plan, STRS, certificated contract and other items related to employment. A five-day New Teacher Orientation is provided in August prior to the first workday. Support is also provided to first and second year teachers through San Lorenzo's Beginning Teacher Support and Assessment (BTSA) program.