

EMPLOYMENT PRACTICES

DC  
ADMINISTRATIVE REGULATION

STATEMENT OF  
PROCEDURAL  
FAIRNESS

Eagle Mountain-Saginaw ISD is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability. Each applicant will be treated equally. Therefore, the screening and interview process must provide fair consideration for each applicant with the same standards applied.

PRE-SCREENING  
SPECIALTY  
POSITIONS

The campus Principal and the department designee (Special Programs, Athletics, Health Services, Educational Services, Fine Arts, Counseling, CTE, Data and Assessment) collaborate on the pre-screening process for specialty areas at the campus level. Both the Principal and department designee must agree on the selected applicant before a candidate is recommended for hire. The name of the department designee approving the hire must be documented in Fast Track.

PRE-SCREENING  
DISTRICT WIDE  
POSITIONS

The department designee will pre-screen all district-wide professional applications and make the recommendation for hire.

SPECIAL  
PROGRAMS

The pre-screening process for Special Education Self-Contained teachers is initiated by the Special Programs department. Special Programs will send at least two applicants to the campus principal for interviews whenever possible. The recommendation to hire a Special Education Self-Contained teacher is a mutual decision between Special Programs and the campus Principal. Teaching fields/assignments tied to these positions will be determined by the needs of the campus. All Special Education Self-Contained teachers must have the approval of the Executive Director of Special Programs.

The screening process for Special Education Resource teachers and other teachers in Special Programs is conducted by the campus Principal. All Special Education Resource teachers and teachers in Special Programs must have the approval of the Executive Director of Special Programs.

ATHLETICS

The pre-screening process for coaches is initiated by the Athletics department. Athletics will send at least two applicants to the campus principal for interviews whenever possible. Principals may also select coaching candidates for interviews during the prescreening process. The recommendation to hire a coach is a mutual decision between Athletics and the campus Principal. Teaching fields/assignments tied to coaching positions will be determined by the needs of the campus.

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APPLICATION  
REVIEW PROCESS

When reviewing an application, the campus Principal, supervisor, or department designee must ensure that the candidate has a complete application on record (coded either 90 or 100 in Fast Track). The following information must be reviewed and considered:

- A. GPAs - 3.0 in high school and post-secondary preferred.
- B. Dates of employment – gaps in employment history; reasons for leaving prior positions; reasons for indicating that the District cannot contact a previous employer.
- C. Current certifications/licensure, as applicable:
  - Elementary teacher recommendations – ESL certification required prior to consideration of contract renewal during the first year of employment.
  - Secondary teacher recommendations – ESL certification required for English/Language Arts teachers and/or additional teachers as determined by needs of the campus and/or the district and prior to consideration of contract renewal during the first year of employment.
- D. Answers/responses to general questions on the application.
- E. Information on employment history, position/title held, certifications, etc. on the resume and application should align. The application allows an applicant to list four prior employers, so the resume should list additional employment history. The screener should confirm that the resume is complete, and both accurately and professionally represents the applicant's employment history, job responsibilities, and areas of certification. A current letter of interest and resume should reflect proper grammar and punctuation usage.
- F. Current supervisors listed as references.
- G. Review digital footprint (Google, Twitter, Facebook, Instagram, etc.)

ALTERNATIVE  
CERTIFICATION

Prior to hiring an applicant in an alternative certification program, it is important to document efforts to secure the services of a fully certified/qualified individual for the assignment and confirm that the alternatively certified applicant is the most qualified.

Alternatively, certified applicants are ineligible for hire unless they have taken and passed the content exam.

Before making an online recommendation, principals and/or department designees must include the following documentation in Skyward form to the appropriate HR Director at the time the recommendation is made.

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- A. Justification regarding why the applicant who is in an alternative certification program is better suited for the position than fully certified applicants.
- B. Principals must review and/or interview a minimum of three standard certified applicants prior to offering employment to an alternative certification program candidate.
- C. List the names of certified applicants interviewed, and a list for alternative certified applicants interviewed.

These guidelines do not apply to an applicant who originally obtained certification through an alternative certification program and is now fully certified.

INTERVIEW

Everything that occurs during the screening and interview process must be held in the strictest of confidence and must not be discussed with anyone except members of the interview committee. A minimum of three applicants should be interviewed for each professional position. Interviews conducted at the campus level should include campus developed questions that must relate directly to the duties, responsibilities, and qualifications of the job as listed on the job description. The campus administration will ensure that interview questions are in compliance with equal employment opportunity standards.

INTERVIEW  
TOPICS  
TO AVOID

Interview topics to avoid:

- Race, Color, or Natural Origin
- Religion
- Sex, Gender Identity or Sexual Orientation
- Pregnancy status
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children
- Disability (See DAA Regulation)

All applicants for a position should be asked the same questions and should be interviewed by the same people or group of people. Follow up questions are only for clarification purposes. Interview notes need to be collected from interview committee members and maintained by the campus administration for one year and then should be destroyed.

Whether or not an interview committee is used, the principal or department designee is responsible for the final decision and recommendation for hire.

REFERENCE  
CHECKS

A minimum of two references must be checked by campus administration using the EMS ISD Reference Check Form found in the Administrator Toolkit. For district-wide positions, the

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department designee will check references. Both references must be from supervisors, with one being required from the candidate's current supervisor. The reference check forms must be maintained in the campus department personnel file.

TRANSFER  
OR  
LATERAL  
MOVEMENT

After the 45th day prior to the first day of instruction, should an employee desire to transfer from one campus to another, the proposed move would require approval by both the sending and receiving principal and HR. If principals are unable to reach an agreement, the release upon suitable replacement action may be used.

When determined to be in the best interest of the District, HR shall retain the right to make employee assignments without respect to the 45th day timeline. In addition, the Superintendent may determine employment assignment or reassignment of an employee in the interest of the District per Board policy DK(LOCAL).

RECOMMENDATION

Prior to recommending a candidate for hire, the campus Principal, supervisor, or department designee must verify that the applicant has applied online for the position for which they are being recommended. Once the candidate has been selected, all the required status codes in Fast Track beginning with 317 and ending with status code 335 must be completed. Candidates are notified via email as to the status of the position for which they applied.

JOB CLASSIFICATION  
AND STAFFING/  
STIPEND REQUESTS

Review of job classifications and additional staffing/stipend requests must be initiated by the supervisor or the Human Resources Department. Reviews will be conducted as follows:

- A. Job classification reviews and additional staffing and stipend requests are initiated and considered annually as a part of the budget process.
- B. Exhibit A, B, or C, and supporting documents must be submitted to the supervisor for review and/or approval.
- C. Once approved by the supervisor, the information for the request will be submitted to the Executive Director of Human Resources in the Staffing Request template.
- D. The Superintendent's Leadership Team will review and determine requests that will move forward for consideration by the Superintendent and/or Board.
- E. Cases that involve the creation of a new position will require Board approval.
- F. The Human Resources Department will notify the requestor and/or the employee as applicable following Superintendent and/or Board approval.