

# PERSONNEL SELECTION

## Q. AT WHAT POINT WILL I KNOW IF I WILL BE HIRED?

- A. *The hiring process is ongoing. If you have been interviewed for a specific position at the building level, you will receive notification of your status when a candidate has been selected.*

## Q. DOES MY EDUCATIONAL EXPERIENCE MAKE ME TOO EXPENSIVE TO BE HIRED?

- A. *No. USD 320 is looking for the best match of a teaching applicant to the available opening. We hire teachers with bachelor's degrees, as well as candidates with doctorates.*


## Q. WILL MY PREVIOUS YEARS OF TEACHING EXPERIENCE BE CREDITED TOWARD THE SALARY SCHEDULE?

- A. *Yes, USD 320 allows credit for all years of teaching experience, subject to the current salary schedule. We hire people with many years of teaching experience, as well as first-year teachers.*

## Q. DO I HAVE TO SUBSTITUTE IN THE DISTRICT PRIOR TO BEING HIRED?

- A. *While substitute teaching does offer you an opportunity to become more acquainted with the various schools and principals, it is not a requirement for hiring.*

Access position vacancies, job descriptions and applications

 by visiting us online at [www.usd320.com](http://www.usd320.com)



USD 320 District Office  
510 East Hwy. 24  
Wamego, KS 66547  
Phone: 785-456-7643  
[www.usd320.com](http://www.usd320.com)

*Capable and qualified personnel provide the foundation upon which the Wamego Public School system is built. The selection of personnel is one of the most important decisions made to promote the growth of our students. The selection process is designed to facilitate the screening and selection of applicants in an equitable and efficient manner.*

## Application

In order to be considered an applicant for a certified staff position, a completed application profile must be on file at the USD 320 Wamego District Office. A completed application profile consists of the following information:

- A completed application form, which includes written responses to each of the nine questions included on the application supplement;
- A resume attached to the application;
- A complete and current set of credentials from the college placement bureau;
- Official transcripts for all college coursework; and
- A copy of appropriate certification when available.

Applications may be obtained either online at <http://www.usd320.com/hrappvacancies.html> or in person at the district office.

## Maintaining Current Application

Applications will remain current and "on file" from October 1 to September 30 of the following year. Applicants desiring to reactivate their application after October 1 of the following school year may do so by contacting the District Office.

## Screening Procedure

All applications for any certified position will be initially screened by the superintendent or principal based on requirements for the position and information sent to the district by the applicants. References may be called during this portion of the selection process.

## Interviews for Teachers

For an individual applying for a teaching position in this district, interviews will be conducted by a district administrator, usually the building principal and/or special services director, and/or the superintendent. Applicants may further be requested to complete a writing project or a mock teacher demonstration at the time of the interview.

## Interviews for Administrators

Applicants for administrative positions will be required to interview separately with the district superintendent and an interview committee. This committee will consist of other district administrator(s), faculty members, site council or parents and possibly students. These groups will select two to three candidates to bring back to the Board of Education for an additional interview session. The Board of Education will then select a candidate to fill the vacant position.

## Selection

Candidates are recommended to the Board of Education based on the interviews completed, references contacted and a thorough file review of work and educational experiences. A criminal background check is required prior to hiring.

The Board of Education gives final approval of all candidates hired in the USD 320 Wamego School District.

## Certification Process

Individuals must assume responsibility for obtaining and renewing required certification. Certificates must be registered with the Board Clerk upon employment. Information about Kansas certification requirements may be obtained from the Director of Certification, Kansas State Board of Education, 120 SE 10th, Topeka, KS 66612, (785) 296-2288.

## An Equal Opportunity Employer

This district does not discriminate against any otherwise qualified applicant, employee or student on the basis of disability, age, race, creed, national origin, marital status or sex, except insofar as the actual nature of an assignment of program shall inherently involve requirements based upon gender.



## Glad you Asked . . .

Throughout the recruiting season, the District Office tries to answer the many questions applicants have during the interview process. To assist you, some of the more frequently asked questions are answered below. If you have additional questions regarding the interview process, please call the District Office at (785) 456-7643 for assistance.

### Q. WHAT FACTORS ARE CONSIDERED BEFORE HIRING?

A. *Many criteria are reviewed prior to offering an applicant a position, including information contained in the file, background experiences, education, references, a criminal background check and responses received during the interview.*

### Q. SHOULD I STOP BY TO MEET THE BUILDING PRINCIPALS?

A. *In fairness to the principals and applicants, we do not recommend that you visit the buildings.*