

1. Position is created or vacancy occurs.
2. Regional Administrator/Department Head shall authorize the Human Resources office to post position. The Superintendent shall determine if positions of Principal and above are to be posted.
3. Vacant position shall be posted for a minimum of 10 calendar days and advertised, as needed.
4. Document screening for minimum qualifications shall be conducted by the Human Resources office. The Human Resources Department shall send a letter to ineligible applicants.
5. Human Resources shall notify appropriate Region/Principal/Department Head regarding the number of qualified applicants. Region/Principal/Department Head shall determine to conduct a document screen or to interview all applicants.
6. The selecting authority shall be notified by the Human Resources office of qualified applicants. Principal/Department Head shall schedule paraprofessional interviews. Interviews for professional positions shall be scheduled by the Human Resources office in cooperation with the selecting authority and regional offices.
7. An applicant, who has interviewed for a like position with the same selecting authority, may be considered for a position for the same or different location without a subsequent interview.
8. The selecting authority shall submit questions to be used in the interview to the Human Resources office prior to conducting interviews. The questions shall be job-related and contain information that both inside and outside applicants should reasonably be expected to know. Each applicant shall be asked the same core questions.
9. Human Resources shall provide copies of the application packets and rating forms for all interviews.
10. The selecting authority shall conduct interviews, complete interview documents and notify Regional Administrators and Human Resources office of the recommendation. The selecting authority shall complete appropriate paperwork indicating selection of a second place applicant. The Regional office shall approve all recommendations above the level of paraprofessional. The Human Resources office shall notify the Region of application deficiencies, when necessary. The Human Resources Department shall ensure that the recommended outside application is complete. Once the application is complete, the Human Resources Department shall complete the Payroll Transaction Form for the selected applicant.
11. All documents shall be returned to the Human Resources office by first class mail or express mail. All documents related to the position posting and selection process shall be complete before the announcement of a selected applicant is made.
12. For positions of supervisor and above, the Region/Department shall submit a recommendation to the Superintendent or designee verifying a comprehensive background check. The Superintendent or designee may approve the recommendation or may choose to fill the position by appointment.

Posted Position Selection Procedures

7.37-7
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13. Human Resources shall complete the Conditional Offer of Employment process on all selected applicants. Each applicant, not currently working for Windham or TDCJ, shall submit to pre-employment drug testing and receive a negative result before a final offer and a selection announcement shall be made.
14. The Human Resources office shall send letters to candidates not selected for employment.
15. If the selected applicant declines the position, or if a like position in the same location becomes available within 90 days from the date of the interview, a second place applicant may be selected.

Teacher Selection Procedures

7.37-7.1

1. The Human Resources Screening Committee, consisting of the Assistant Director of Personnel, the Human Resource Coordinator, the Human Resources Officer II, shall document screen all teacher applications for appropriate certifications/credentials, references, work-related experience, education, written communication, and technical skills.
2. Position is created or vacancy occurs.
3. Regional Administrator shall request approval to fill teacher vacancy.
4. Once a position is approved to fill, the Technical Support Specialist II (applications) shall retrieve computerized data for all applications holding appropriate certification for the position and applying for the geographic area. This computerized data shall be provided to the Assistant Director of Human Resources.
5. The Assistant Director of Human Resources shall verify transfer requests for current employees. If there are transfer requests and the employee holds appropriate certification, the Regional Administrator shall be contacted and given names of employees requesting transfer. The Regional Administrator and unit Principal shall determine whether to interview/accept the transfer request or to interview outside applicants.
6. If a transfer request is accepted, the Regional Administrator shall notify the Assistant Director of Human Resources.
7. The Principal shall not be required to employ a qualified substitute for a vacant position. If a substitute teacher is qualified for the vacant position, the Principal may request, with appropriate justification, to employ the substitute for the full-time vacant position.

8. If there are no transfer requests, if transfer requests are not accepted, and if there is no request to employ a substitute, the Assistant Director of Human Resources shall review all qualified applications for the geographical area of the position vacancy, including those applicants requesting consideration for all areas. The Assistant Director of Human Resources shall first verify which applications are complete. If all files are equal, the first pool of applicants selected for interviews shall be based on the following requirements: close proximity to unit, minority classifications, applicant rating (may not be less than 27 points), and the number of times the applicant has been sent for interview. Under normal circumstances, an applicant shall not be sent for interview more than eight times. If there is a scarcity of applicants requiring specific qualifications, requirements may be waived. If available, a minimum of five applications shall be sent to the Principal for consideration.
9. In addition to the screening process, a Principal may request an additional application for an applicant which has specific skills/certifications for which there is a need.
10. If the Principal does not select any of the applicants, and there is appropriate written justification, the Principal may request a new group of applications.
11. The Principal shall submit a request to employ one of the applicants to the Regional Administrator. The request shall include written justification for the recommendation. The Regional Administrator shall approve the request and forward it to WSD Human Resources.
12. When the recommendation is submitted to WSD Human Resources, appropriate action shall be taken to employ the applicant.