

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 3

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

**4.201 EMPLOYMENT OF CERTIFICATED
PERSONNEL**

SECTION 4.201.1 Certificated Hiring Procedure

Applications for employment may be picked up at the District Personnel Office, or, upon request, will be mailed. An application packet consists of:

1. Application for Certificated Employment (P-46).
2. Postcard to be mailed by applicant requesting confidential file be forwarded to Personnel Department.

Applications shall also be provided for the recruitment process at universities and colleges. Such applications shall be initiated by the interviewer and the place of the interview indicated.

It shall be the responsibility of the applicant to have a completed application on file with the Personnel Department **prior** to District consideration. This shall consist of:

1. Application for Professional Position (P-46) properly filled out, dated, and signed.
2. Copy of applicant's confidential file to include transcripts, resume, and verification of experience (if any).
3. Copy of applicant's credential where possible.
4. CBEST Scores.

When a position has been approved and a completed P-43 (Personnel Hiring Request) is presented to the Personnel Support Services Office, the building principal, or designate, may review completed applications on file in the Personnel Support Services Office.

Candidates should be interviewed by at least one teacher and the principal at the school level, and other administrators as required. At the conclusion of an interview, the interviewer shall complete a Personnel Interview Report (P-4) for each candidate reviewed, being certain to date and sign the report. If a choice cannot be made from the initial group of candidates, an additional group of applications may be reviewed.

When a decision is made at the school level, all application interview team reports and applicant interview reports shall be returned to the Personnel Support Services Office and the recommended selection stipulated. The Personnel Support Services Office shall then schedule any additional required interviews and maintain all interview records.

The final hiring interview will be with the associate superintendent, Personnel Support Services, or designee. The associate superintendent is authorized to have the employee sign an Offer of Employment.

The Personnel Support Services Office shall then notify the appropriate administrator of the applicant's hiring and the starting date of employment.