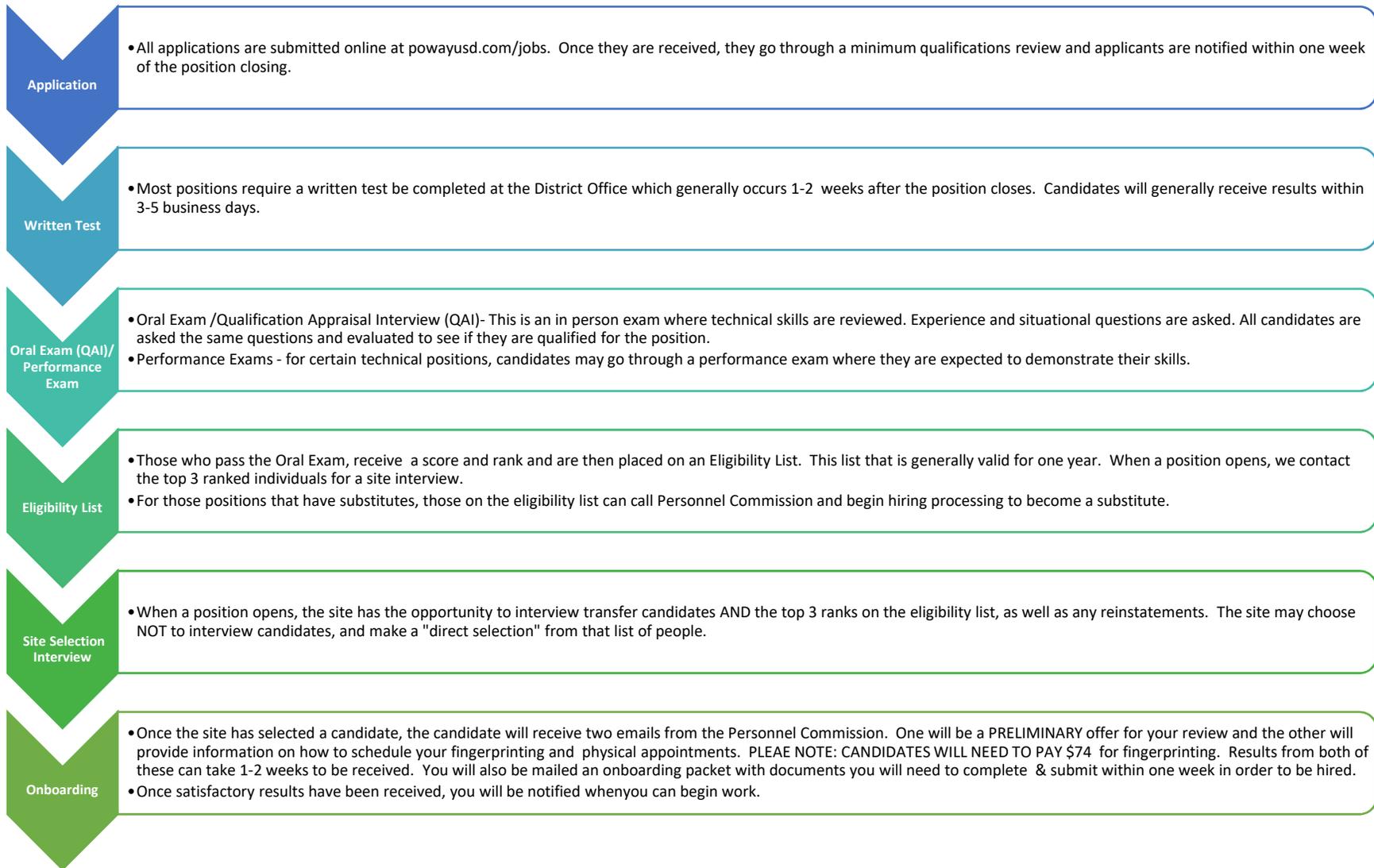


# PUSD Hiring Overview



The Poway Unified School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. All recruitment, hiring, placements, transfers and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Sexual Orientation, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability, Mental Disability, Medical Condition, Age, or Marital Status.

It is the stated policy of the Poway Unified School District that applicants shall receive equal consideration and treatment.

# PUSD Hiring Process



There is a link to all Open Classified Positions (positions not requiring certificates) at [powayusd.com/jobs](http://powayusd.com/jobs). Current employees wanting to transfer sites or hours, but remain in the same position or lower position in the same class, can apply for transfer. Current employees who want to apply for a different position above or outside their current classification, would complete the application for the posted. If the position you're interested in is not open, complete a Job Interest Card to be notified when it does open.

Most positions require candidates to complete an exam conducted on the computer at the district office. Many of these exams consist of multiple choice questions, open ended questions, and/or simulations using applications related to the positions, such as Word or Excel. Most written tests vary from 20 mins to 2 hrs. There are multiple positions that require candidates to complete the Paraeducator Multiple Choice (PMC), formerly known as No Child Left Behind (NCLB). Once you have taken this at PUSD and passed it, you do not have to retake it. Also, if you have passed the CBEST, a copy of your passing certificate can be submitted in lieu of taking the PMC test. If you receive an invitation to take this test, let the recruiter know you have already met this requirement.

The Oral Exam/Qualification Appraisal Interview (QAI) is an oral exam conducted by Subject Matter Experts. The panelists are NOT first or second level supervisors to these positions. These are generally people that have been in the position for at least one year or have extensive experience working with the position. Panelists do **not** see your application or test scores. They are grading strictly on the responses you provide during the interview. Interviews are generally 15-30 minutes in length. Candidates are given the questions to review 10 minutes prior and then they will be invited to the exam room where they will be asked that exact same list of questions and the interview will be recorded. Panelists will assess if the candidate has the ability to do the job and give a score to each candidate. Those who pass will be placed on the eligibility list.

The eligibility list is comprised of all candidates that have passed the previous steps. Each candidate will receive an email with their score and rank within 5 business days. Generally, when positions open, the hiring manager will receive a list of Transfers (people working in the same position who want to move sites) and the top 3 ranks from the eligibility list. Eligibility is valid for one year unless the job posting stated otherwise. You must be on an eligibility list to become a substitute (click here for details) or to be invited to a hiring fair. NOTE: Your rank may be 7, but if there are only 5 people interested in working at a school site, your rank may be higher for that opening. Also, if other people are placed into a position opening, your rank will move up. If additional people that complete the exam process and join the eligibility list, your rank may go down.

This is the "job interview" where you are interviewing for a specific position. The hiring manager will receive a list of the top 3 ranks plus any transfer and reinstatement candidates. They will also receive their applications and any attachments. The hiring manager can decide to "direct select" if there is a candidate they are familiar with, without conducting interviews, or they can choose to interview the candidates. From there, they will make a selection and offer the position to the selected candidate from their list.

Once the site has selected a candidate, the candidate will receive two emails from the Personnel Commission. One will be a PRELIMINARY offer for your review and the other will provide information on how to schedule your fingerprinting and physical appointments (physicals vary by position). You will also be mailed an onboarding packet with documents you will need to complete. Candidates are required to submit an original social security card and Negative TB Test as well as complete fingerprints and a physical. THE COST FOR FINGERPRINTS IS \$74. All offers of employment are dependent on the employee passing these screenings and results from both of these can take 1-2 weeks to be received. You will be notified when you can start work.

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# Hiring FAQs

## How long does the hiring process take?

It takes a minimum of 8 weeks to complete all steps from the time of posting the position to an employee starting. If an eligibility list exists, it generally takes 2-4 weeks to get an employee started.

## Why is it such a long process?

Poway Unified School District uses the merit system to hire classified employees. This system is designed to ensure a fair hiring process that places the best qualified candidate into a position. Merit System rules are outlined in the Education Code and Poway Unified School District Personnel Commission Rules ([link here](#)).

## How do I become a substitute?

Candidates must apply for the position they are interested in and complete the testing process. Once they are on an eligibility list, they can contact the Personnel Commission office to find out if they can substitute and then schedule an appointment to begin the onboarding process. Once orientation is complete, contact the Sub Desk to get set up (information will be provided at orientation).

## How do I know when a position opens?

All positions are posted on the website. If there is a specific position you are interested in, you can complete a job interest card. Once this is submitted, you will be notified when the position opens.

## What will my starting pay be?

For employees new to the district, most will start at Step 1 for their position salary schedule. While the top salary in the range is listed in the posting, this is not something new employees are offered. If appropriate, a new employee may start at a Step 3 but not above that. Salary schedules are posted [here](#). For people who have previously qualified for CalPERS or are current district employees, this may be different. Current employees receiving a promotion will receive the amount listed in the step closest to an 8% raise.

## I went for my fingerprints and physical and haven't heard back. What do I do?

We appreciate your patience in this process. You will be contacted as soon as we hear something. **If it has been MORE than 3 weeks**, you can reach out to your HR representative listed below.

Nicole Curtright (A-G) – [ncurtright@powayusd.com](mailto:ncurtright@powayusd.com)

Christy Treese (H-O) – [ctreese@powayusd.com](mailto:ctreese@powayusd.com)

Leisl Sanchez (P-Z) – [lsanchez@powayusd.com](mailto:lsanchez@powayusd.com)

## What benefits does the district offer?

Poway Unified and the Union offers a great compliment of benefits to all contracted employees working 20 hours or more per week. Benefits include subsidized health care plans including medical, dental, vision with chiropractic and acupuncture benefits. In addition we offer life insurance, disability insurance, legal assistance plans etc.

In addition, there are discounts to district provided childcare. Within the district there is the Pearl Center for babies, toddlers and preschool. For school age children, discounts for before and after school care (ESS) are offered.

There is also tuition reimbursement and educational opportunities available to our staff.

Holidays are often aligned with the schools and 9.5 and 10 month positions enjoy summers off.

## Why work for PUSD?

Poway Unified is a one of the leading school districts in the nation offering a top tier education to kids in our community. YOU have the opportunity to mold our future generations and ensure their success.