

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan, Minnesota  
*Educating our students to reach their full potential*

Series Number 401.1AR Adopted November 1983 Revised December 2015

Title Administrative/Teacher Selection Process

**Administrative Selection Process**

1. The Human Resources Department will post positions in concert with the building principal or other administrative supervisors, identifying the major characteristics being sought.
2. Applications are completed through the online application system and are available to administrators via the district's online system. A completed file consists of an application, letters of reference and a resume. Modifications to the application process may occur based on the position.
3. Internal transfer applications are accepted by Human Resources and forwarded to the hiring administration.
4. Applications may be reviewed by the Director of Human Resources and supervisor(s).
5. The Director of Human Resources will consult with principal/supervisors as needed.
6. Supervisor recommends the candidate for a position to the Director of Human Resources.
7. The final recommended candidate shall be included on the personnel exhibit for School Board action.
8. The supervisor informs all unsuccessful candidates.
9. Modifications to the administrative selection process may occur based on the position.

**Teacher Selection Process**

1. The principal or hiring supervisor communicates a vacancy to the Director of Human Resources.
2. The Human Resources Department posts the position.
3. Applications are completed through the online application system and are available to administrators via the district's online system. A completed file consists of an application, letters of reference and a resume.
4. Internal transfer applications are accepted by Human Resources and forwarded to the hiring administration.
5. The principal(s) or hiring supervisor(s) will review applicant files and contact an appropriate number of applicants for an interview.
6. The principal or hiring supervisor recommends the candidate for a position to the Director of Human Resources.
7. The Human Resources Department will review and assign salary schedule placement and will prepare the personnel exhibit for School Board action.
8. After the School Board approves action relative to the successful candidate, Human Resources will mail a congratulatory letter and proffered contract to the successful candidate. The principal will notify all unsuccessful candidates.