

# Application Procedures

Human Resources: (512) 398-0041

Fax: (512) 398-0027

Thank you for your interest in employment with LISD. To complete an application, please read the information below and follow the steps indicated.

## Step 1: Application

To be considered as an applicant, you must provide the following:

- A completed application, which must be completed online.
- Transcripts (if applicable to the position for which you wish to be considered). You may send copies in lieu of official transcripts. However, official transcripts are required at the time of employment.

Please note: Completed applications will be kept on file for one year.

LISD must obtain two references for each candidate considered for employment. Professional applicants should provide information that includes their most recent principal, college supervisor's, or other educational references, including current telephone numbers and email addresses. Classified applicants should provide the names of three most recent employers, including names of supervisors and their current telephone numbers and email addresses. Failure to provide accurate information will result in a delay in the employment process.

## Administrative Positions:

- Please complete the administrative application and provide the items listed above.
- In addition to the completed application, transcripts, and letters of recommendation, please submit a copy of your current Administrative Certificate.

## Professional Positions:

- In addition to the completed application, transcripts, and letters of recommendation, please submit a copy of your current Texas Teaching Certificate. For certification information, contact the State Board of Educator Certification (SBEC) Department of Education, Teacher Certification Unit, 1701 North Congress Ave., WBT 5-100, Austin, TX 78701-1494. The telephone number is (888) 863-5880 or visit the website: [www.sbec.state.tx.us](http://www.sbec.state.tx.us).

## Paraprofessional (non-teaching) Positions:

- Please complete the paraprofessional application and submit transcripts (if applicable).
- If you are recommended for employment, a District representative will contact you to offer the position and arrange a time to complete the necessary paperwork. As part of the employment process, it will be necessary to complete a fingerprint clearance through the Texas Education Agency. The cost for fingerprinting must be paid at the time fingerprints are taken.

### Step 2: Interviews

Once you have completed the application process, your file will be reviewed and considered for the position for which you applied.

### Step 3: Appointment

If you are recommended for employment, a District representative will contact you to inform you about next steps.

Please note: Only the Superintendent is authorized to make offers of employment.

### Step 4: Orientation

New hires may be required to complete applicable orientations.