



Texas City ISD Hiring Guidelines

All positions that become vacant but fall under a Texas City ISD designated program, or organization such as **career and technical, special education, nursing, counseling**, etc. will conduct interviews within their department or campuses. In this process, campus administration **will** seek input from the District level Director/Administrator to be actively involved in filling the vacant position.

Establish an Interview Committee

- Develop criteria for the interview process
- Develop a set of questions
- Review interview protocol of what can and cannot be asked

A minimum of **three (3)** candidates will need to be interviewed for posted vacant positions Hiring Committees **will** include the following members:

Teachers/Librarians/Counselors/Nurses/Coaches/Fine Arts Teachers

1. Campus Principal
2. At least two (2) professional staff members (Instructional Coach, Department Head, Counselor, Classroom Teacher)
 - **Coaching and Fine Arts Teacher interviews must include the Head Coach or Head Director**
 - **Special Education Teacher interviews must include the Special Education Director or designee**
3. Program Director/Coordinator (See Program Director Listings on page 2) if applicable
4. **Committee will recommend at least two (2) finalists to the Assistant Superintendent of Support Services and Director of Curriculum & Instruction (elementary or secondary if applicable) for a second interview if interviewing for:**
 - Counselor
 - Nurse

Instructional Specialists/Instructional Technologists/Other Professionals

1. Assistant Superintendent for C & I or applicable Assistant Superintendent or Director
2. Two (2) professional staff members (Principal, Director)
3. Program Director or Instructional Specialist if applicable
4. **Committee will recommend at least two (2) finalists to the applicable Assistant Superintendent or the applicable Executive Director/Director for a second interview**

***Assistant Principals/Principals/Instructional Coordinators**

1. Assistant Superintendent for C & I
2. Three (3) professional staff members (Campus Administrator, Deputy Superintendent, Assistant Superintendent, Director)
3. Assistant Superintendent of HR
4. Program Director or Instructional Specialist if applicable

***Directors/Asst. Supt.**

1. Deputy/Assistant Superintendent
2. Executive Director
3. Assistant Superintendent of HR
4. Program Director if applicable
5. Two (2) Principals

Committee will recommend at least two (2) finalists to the Superintendent if interviewing for:

- A.) Deputy/Assistant Superintendent
- B.) Executive Director
- C.) Athletic Director
- D.) Directors
- E.) Dean/Assistant Principals
- F.) Principals

Program Directors identified include but not limited to: Special Education, Guidance & Counseling, Nursing, Career & Technical, Curriculum & Instruction, Fine Arts and Athletics

***These interviews will be scheduled through the Assistant Superintendent of HR's office and will be held at the Simpson Education Support Center in the Board Room or if not available the C&I Conference Room.**

Three references, two professional and one personal should be completed *prior* to recommendation of employment to the office of Human Resources. The two professional references should be from the most recent previous employer(s) and each professional reference should be someone in a supervisory capacity to the applicant. The personal reference should be someone who worked with the applicant and knows the work habits, character and attendance record of the applicant.