

DC – Employment Advertising and Recruitment

JOB POSTINGS

Job vacancies shall be posted for a minimum of 10 workdays unless the vacancy had previously been posted within the past 90 days. Posting and further recruitment shall not be required in areas where the Superintendent or designee recommends filling a position by placing a District employee in the vacancy.

RECRUITMENT

Vacancies shall be open to all applicants, including employees of the District. District employees who apply and are eligible shall be considered with other applicants. Applications shall be made online and necessary accommodations shall be made to ensure equal opportunity in the application process.

REQUIREMENTS FOR EMPLOYMENT

The employment process for applicants shall be as follows:

1. When a job vacancy occurs for a position, the applicant seeking employment should complete an online application available at www.southsanisd.net.
2. After the screening process, selected applicants may be invited for an interview by Human Resources and/or campus/department administrators.
3. A thorough check shall be made of the applicant's education, experience, SBEC Certification/licenses, references (at least 2 immediate supervisors), and other qualifiers related to the position. Inquiries will be made concerning competence, general character, and citizenship obtained from school and college officials, previous employers, internet searches, etc.
4. An official offer of employment is issued to new employees only after approval by the Superintendent and/or the Board.

BACKGROUND CHECKS AND CRIMINAL HISTORY RECORDS

Applicants are notified on the employment application that the District is required to obtain a criminal history record on applicants considered for employment in public school districts.

Districts are required to a national criminal background checks through the Texas Department of Public Safety (DPS), The Federal Bureau of Investigations (FBI) and the Texas Education Agency (TEA).