



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DC
Page 1 of 3	
Job Vacancies/Interviewing and Hiring - 2023	

INITIATING A REQUISITION AND JOB OPENINGS

When a vacancy occurs, the campus principal or department administrator must contact the Human Resources Department. The requisition will be processed through the software system for the necessary District level approval. Upon approval, the Human Resources Department (HR) will post the position as requested by the administrator. Please note that some positions (bus driver, teacher, paraprofessional classroom aide) that may require immediate action may be posted throughout the year in order to meet the needs of the students.

Normally positions are posted for a minimum of ten (10) days. The job announcement shall be posted on the District website. In addition, HR may distribute the job announcement to other forms (i.e., TASA, TASBO, Indeed, etc.) For consideration, applications must be submitted on or before the closing date of the announcement/posting.

UPDATING JOB DESCRIPTIONS

When appropriate, the department or campus shall update the job description for the vacant position and submit the description to HR for approval prior to posting. HR will review the updated description and prepare it for posting.

SCREENING AND INTERVIEWING

1. The campus/department will review/screen applicants for all positions. All applicants must meet the specified qualifications and certification requirements as well as have acceptable references and work history. Candidates who have not completed the application process will not be interviewed.
2. The campus/department administrator will review the candidates to select candidates to interview for the position. It is recommended that at least three (3) candidates are interviewed if the pool of candidates is sufficient. There are circumstances where positions have a limited number of applicants; therefore, administration may select less for the candidate pool and the campus/department may interview less than three (3) candidates if the pool is limited.



Administrative Regulations

South San Antonio Independent School District

3. It is the responsibility of the campus/department administrator to verify that these requirements have been met prior to the interview.
4. The hiring official will determine if there will be a committee selected for the interview process. It is recommended that hiring officials include other employees in the selection process, particularly for high profile positions, i.e., principals, assistant principals, directors, assistant directors, etc. Employees and other selected individuals who serve on the screening/interviewing committee shall be apprised of the importance of their role and the standards for participation. Committee members must be informed that the actions and conversations of the committee are confidential. Committee members are expected to maintain a high degree of objectivity throughout the screening and interviewing process.
5. The composition of the committee will vary based upon the position being filled, but will typically include administrators, teachers, and/or professional employees. Certain district-level administrative positions will be set up and chaired by HR, e.g., principal, director, assistant superintendent, executive director, etc. as determined by the Superintendent.
6. Campus/department administrator interview committees shall not make any offer of employment nor discuss salary or other commitments regarding a position with the District during an interview.
7. The administrator facilitating the screening and interviewing process must remind the interview team of following interview protocol:
 - a. Fair and nondiscriminatory criteria to be used in evaluation all candidates;
 - b. Questions selected must be asked of all candidates interviewed for consistency;
 - c. Process for conducting interviews and committee deliberations, particularly confidentiality; and
 - d. Directions for maintaining required documentation of the action of the committee.

REFERENCES

It is required that the hiring administrator contact the most recent supervisor to obtain a reference on the top candidate. The reference information should be forwarded to HR for the file. HR will review the other references in the applicant file to ensure that they are acceptable prior to forwarding the recommendation to the Superintendent.

RECOMMENDING CANDIDATES



Administrative Regulations

South San Antonio Independent School District

1. To recommend a candidate for employment, the campus/department administrator (or designee) shall send a recommendation for employment through the designated electronic software system. HR will conduct a final review of candidate's file to verify certification when applicable, ensure that the person has a clear background check and that references submitted since the review are acceptable. In some instances, HR may return the recommendation, if information is received and the candidate is ineligible for hire. Keep in mind that HR may not be at liberty to explain the reason.
2. If cleared, HR will contact the applicant to offer employment and information regarding processing of employment paperwork. The employee's salary will be quoted pending verification of experience. Credit for pay will not be given for service until official verification is received.
3. Every applicant must submit a criminal history background check through the fingerprinting process. HR Administrator will review applicant's criminal history records to determine suitability for employment.

EMPLOYMENT SELECTION RECORDS RETENTION

The campus and department must retain records of the interview process in a safe and secure location for two (2) years. This includes notes of interviews with candidates, questions asked of applicants, and all other records that document the selection process.

REMOVAL OF POSTED POSITIONS

Posted positions will be removed by HR Staff after the 10 posting days, unless the campus/department requests that the position be reposted. Generic postings for teacher, bus driver, custodian, etc. may be posted throughout the year due to shortages.