

Creating a Position

1. Identifying Candidates

The Director shall use a wide range of sources to secure the most qualified applicants, which may include newspaper advertising, college placement offices, school visitation and other sources as necessary. Prospective applicants for positions in the system are encouraged to file applications which are kept in an active file for one (1) year from date received in the Director's Office. All applications will be stamped when received and reviewed by the Director. Applicant interviews are to be held when there are probable vacancies. Efforts shall be made to interview all candidates from current staff for an available position.

2. Application

A standard application form shall be used for all candidates for positions in EASTERN. These are available in the Director's office for interested candidates.

The Director or designee is encouraged to screen, interview, check references and recommend candidates for positions in their area of responsibility.

Applicants should apply to the Director's Office using the application form for Professional/Instructional staff. When contact is made with the applicant, the individual is encouraged to submit a resumé or vita sheet. Upon receipt of application, the procedure is as follows:

- a) Upon receipt of application, which is dated and reviewed by the Director, a letter is sent to the applicant verifying receipt of application. Applications will be placed in files by levels and/or content areas and will be reviewed periodically by the screening committee before being placed in the cumulative active file.
- b) Paper screening will be completed by the Director's Office with assistance from other administrators as needed.
- c) If current active file needs applicants, the Director's Office will implement procedures to obtain qualified applicants.

3. Selection

The Director shall make the final selection for nomination to the Joint Committee. Candidates interviewed for the position and who are not appointed shall be so notified in writing by the Director's Office as expeditiously as time allows.