

## DISTRICTWIDE TEACHER RECRUITMENT PROCESS

### READ BEFORE APPLYING

- By applying, you are requesting to be considered for the above listed teaching position with Southwest Schools for the 2018-2019 school year.
- This position is districtwide, and you are not applying to a specific school.
- All candidates must complete the full selection process, which includes acceptance into the teacher pool before engaging with principals. Principals will have access to applications once candidates are entered into the teacher pool (see Districtwide Recruitment Phases 1-4).
- All candidates will be contacted via email. This is our primary method of communication. Ensure your email is accurate and notify us immediately with any changes.

### WHO SHOULD APPLY

- Candidates holding a valid Texas teaching certification in the content area listed next to the position title.
- Candidates pursuing a valid Texas teaching certification in the content area listed next to the position title.
- Candidates who are currently serving as student teachers and will receive a valid Texas teaching certification upon graduation in the content area listed next to the position title.
- Candidates holding a valid teaching certificate from another state.
- Candidates enrolled in a state-accredited Alternative Certification Program pursuing a valid Texas teaching certification in the content area listed next to the position title.

### APPLICATION DEADLINES

- **First Round:** April 30, 2018
- **Second Round:** May 31, 2018
- **Third Round:** June 30, 2018
- **Final Round:** July 31, 2018



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### Phase 1

- Click applicable link to apply.
- Only **completed** applications will be reviewed (references are requested upon submission).
- Completed application must include the following: **transcripts, teaching certificate, professional references, and updated resume.**

### Phase 2

- Only candidates who meet the selection criteria will be entered into the teacher pool.
- Once in the teacher pool, applications will be released for principals to review.
- Entrance into the teacher pool does not guarantee an interview or offer of employment.

### Phase 3

- Candidates will be contacted at the campus level if selected for an interview.
- Campus interviews may include a content assessment, data analysis, sample lessons/lesson demonstrations and writing samples.
- The interview process may differ by campus.

### Phase 4

- Principals will submit a Recommendation for Hire to the HR Dept. for review.
- If approved, the HR Dept. will contact candidates with an offer of employment.
- Candidates must acknowledge receipt and intent to accept offer.
- Offer remains contingent upon final clearance of background check and eligibility to teach.