

Eagle Mountain-Saginaw ISD
220918

EMPLOYMENT PRACTICES

DC
ADMINISTRATIVE REGULATION

STATEMENT OF
PROCEDURAL
FAIRNESS

Eagle Mountain-Saginaw ISD

PRE-SCREENING
SPECIALTY
POSITIONS

PRE-SCREENING
DISTRICTWIDE
POSITIONS

SPECIAL
PROGRAMS

ATHLETICS

DATE ISSUED: 04/11/19
REVISED: 04/02/2020

EMPLOYMENT PRACTICES

DC
ADMINISTRATIVE REGULATION

APPLICATION
REVIEW PROCESS

When reviewing an application, the campus Principal, supervisor, or department designee must ensure that the candidate has a complete application on record (coded either 90 or 100 in Fast Track). The following information must be reviewed and considered:

- A. GPAs - 3.0 in high school and post-secondary preferred.
- B. Dates of employment – gaps in employment history; reasons for leaving prior positions; reasons for indicating that the District cannot contact a previous employer.
- C. Current certifications/licensure, as applicable:
 - Elementary teacher recommendations – ESL certification required prior to consideration of contract renewal during the first year of employment.
 - Secondary teacher recommendations – ESL certification required for English/Language Arts teachers and/or additional teachers as determined by needs of the campus and/or the district and prior to consideration of contract renewal during the first year of employment.
- D. Answers/responses to general questions on the application.

