

JASPER SCHOOL DISTRICT

CLASSIFIED POSTIONS

WHEN WILL MY APPLICATION BE CONSIDERED COMPLETE AND ACTIVE?

To be considered for a classified vacancy in our district, you must have the following on file in our office:

A completed electronic application available at our school website

<http://jasper.k12.ar.us>

A resume may be included, but is not required.

All documentation must be submitted electronically to designated person stated on advertisement.

Subject line should contain only: YOUR NAME and the POSITION FOR WHICH YOU ARE APPLYING

WHAT HAPPENS TO MY APPLICATION WHEN IT IS COMPLETE?

Your application materials are screened and placed in an active applicants file. This file is open to all administrators of the District. You will be sent an email informing you that your application is complete.

WHAT OCCURS WHEN THERE IS A VACANCY IN MY FIELD? The principal or appropriate supervisor reviews the materials of applicants who are qualified to fill the vacancy and selects those to be interviewed. The principal or supervisor will contact those applicants who have been selected to interview.

ARE ALL APPLICANTS INTERVIEWED? No. It is not possible to interview all applicants. Principals (or supervisors) and interview teams select the candidates who best match the position profile to interview.

WHAT IF I AM SELECTED FOR AN INTERVIEW? The principal or supervisor will contact you to set an interview date and time.

WILL I BE NOTIFIED IF I AM NOT SELECTED FOR A POSITION?

Applicants will be notified when the position is filled.