

JASPER SCHOOL DISTRICT

CERTIFIED POSTIONS

WHEN WILL MY APPLICATION BE CONSIDERED COMPLETE AND ACTIVE?

To be considered for a certified 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 designated person stated on position advertisement.

Subject line should contain only: [Application] YOUR NAME and the POSITION FOR WHICH YOUR 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. You will be asked to bring a copy of your transcripts and licenses to the interview. You will also be asked to teach a lesson to the interview team. You will be notified of the Specific Learning Expectations to be covered for the lesson you will teach when you are contacted by the principal or supervisor.

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

Applicants will be notified when the position is filled.