

**Auburn School District No. 408**  
**Auburn, Washington**

**SELECTION PROCEDURES AND GUIDELINES – Certificated**

1. Job descriptions have been developed for all positions in the Auburn School District.
2. When a position becomes available, a Position Open notice is circulated to appropriate college placement offices, selected private and public employment services, and to some school districts. Please check with your placement office; telephone the district human resources office, (253) 931-4916; or check our website at [www.auburn.wednet.edu](http://www.auburn.wednet.edu) regarding any possible openings.
3. The Position Open notice includes an abbreviated job description, a statement of requirements and expectations, essential dates and timelines, and other pertinent information.
4. The district will receive applications and respond to inquiries regarding the open position any time between the posting and closing dates. **NOTE: A LETTER OF APPLICATION MUST BE RECEIVED DURING THIS TIME IF THE APPLICANT WISHES TO BE CONSIDERED FOR THE POSTED POSITION.**
5. Persons who request application materials for a specific posted position will be provided a packet which includes:
  - a. Application form,
  - b. Applicant Disclosure form,
  - c. Three certificated professional reference forms,
  - d. Information and directions,
  - e. General information regarding the district and community, and
  - f. Other pertinent information.
6. Upon receipt of the packet, the applicant should:
  - a. Review all materials and clarify any questions with the district human resources office, (253) 931-4916.
  - b. Request such information as may be required to complete the application process.  
(NOTE: Falsification of information on the application form will result in disqualification of the application. In the event the applicant is selected for a position and it is determined that the application has been falsified, disciplinary action, including the possibility of termination, will result.)
  - c. Sign and give the three (3) certificated professional reference forms to those persons who have first-hand knowledge of the applicant's training and experience. Receipt of the professional reference forms is acceptable after the closing date.
  - d. Submit a letter of application during the open period. Letters of application should be addressed to the "Screening Committee."
  - e. Forward a copy of resume.
  - f. Forward other materials which the applicant believes could assist the district in evaluating his/her application. The district will not assume responsibility for return of such items.
7. The applicant must have an updated placement file sent to the district Human Resources office immediately. If your college/university does not have placement file services available, **three (3) letters of recommendation from individuals who have observed your teaching capabilities will be accepted in lieu of the placement file.** (It is usually a good idea to check to be certain that your placement file has been received.)

8. The applicant's folder will be transferred to the applicant pool when the following information is received:
  - a. Completed district application form (including responses to questions);
  - b. Letter of application, during the open period, for the position(s) in which interested and for which qualified. Letters of application should be addressed to the "Screening Committee;"
  - c. Current resume;
  - d. Placement file or three (3) letters of recommendation;
  - e. Three (3) professional reference forms (receipt of the professional reference forms is acceptable after the closing date); and
  - f. Completed Applicant Disclosure form.
9. The applicant pool is then rated by a district team. Ratings are based upon five to seven selection indicators developed for the purpose of screening the pool for interview participants.
  - a. Qualified candidates are rated by a district team, one member of such team will be a program administrator.
  - b. Selection indicators are rated on a numerical scale to identify candidates for interviews.
  - c. The district human resources office will only contact candidates who are selected to participate in the interview process. Although an applicant's materials may be retained for future consideration, the applicant must apply in writing, during the open period, for each position for which he/she wishes to be considered.
10. Top candidates included in the district selection pool are invited for an interview.
  - a. Interviews are scheduled at the James P. Fugate Administration Building located at 915 Fourth Street Northeast, Auburn, Washington 98002. Applicants are responsible for their own travel and lodging.
  - b. Initial interviews are team interviews.
    - (1) The team will consist of two or more personnel.
    - (2) The initial procedure may or may not include simulation and/or a short written response.
    - (3) Applicants are asked to complete similar problems or exercises whether written, simulated, or oral.
    - (4) Each response is rated numerically by each interviewer. Ratings are totaled and ranked.
11. The district human resources office will check at least two references.
12. The program administrator recommends one or two top applicants to the superintendent who reserves final authority for the recommendation and employment of all personnel.
13. The successful candidate is then recommended to the school board for employment.
14. If you are an individual with a disability who may need a modification to enable you to participate in the application process, please contact us so that special arrangements can be made.