

Eagle Mountain-Saginaw ISD  
220918

EMPLOYMENT PRACTICES

DC  
ADMINISTRATIVE REGULATION

STATEMENT OF  
PROCEDURAL  
FAIRNESS

Eagle Mountain-Saginaw

PRE-SCREENING  
SPECIALTY  
POSITIONS

PRE-SCREENING  
DISTRICTWIDE  
POSITIONS

SPECIAL  
PROGRAMS

ATHLETICS

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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.



