Human Resource Services
Open Contract Procedures 2015-16

Student Teachers:
1. Reference checks by Principal at site currently Student Teaching (HR to send to Principals with Student Teachers to pre-fill out before Fair on 2/19/16)
2. Principal with Student Teacher will have first option to hire if site has a vacancy and Student Teacher wants the position (Notify HR Director)—Offer Open Contract; If site does not have a vacancy, Student Teacher will have a choice of which site (as long as Principal of that site also wants Student Teacher)—(Notify HR Director) Offer Open Contract

Substitute Teachers:
1. Letter of recommendation from any Principal
2. If Principal that recommends has vacancy and wants Sub and Sub wants position—(Notify HR Director) Offer Open Contract for now or for 2016-17
3. If recommended Principal has no vacancy, send Sub out for interviews—Principal selects—Offer Open Contract

Non-District:
1. Applied to Generic Posting Online
2. Follow the normal interview process – Offer Open Contract