

HIRING PROCESS FAQ's

Q: Where do I go to apply for positions within Warren County Schools?

A: The employment application is totally on line, and can be found at the following link: <https://www.applitrack.com/warren/onlineapp/> and there are a few documents that are needed in an electronic format to be able to complete the application:

Teacher applicants:

- Transcripts (on University paper)
- Teaching Certificate
- Praxis Scores
- 3 work related references (excluding relatives & friends)

Classified applicants will need:

- HS Diploma **OR** GED **OR** Transcript (on University paper)
- 3 work related references (excluding relatives & friends)
- Some positions will require KY Para Educator Assessment (KPA) scores

Coaching applicants will need:

- Transcript (on University paper) showing 64 college credit hours **OR** complete KHSAA Courses upon hire
- 3 work related references (excluding relatives & friends)

Substitute Teachers (Holds KY Teaching Certificate)

- Transcripts (on University paper)
- Teaching Certificate
- 3 work related references (excluding relatives & friends)

Emergency Substitute Teachers (Does NOT Hold KY Teaching Certificate)

- Transcripts (on University Paper) with a Bachelor's Degree **OR** 64 to 96 semester hours of college credit with at least a 2.45 GPA
- 3 work related references (excluding relatives & friends)

All Other Substitute Positions

- HS Diploma & Passing KPA **OR** Transcripts with 48 college credits (on University paper)
- 3 work related references (excluding relatives & friends)

Q: What If I don't have a computer or scanner?

A: A computer and scanner is available at the Board Office, 303 Lovers Lane. HR Staff are also available to assist with completing the application and scanning and uploading of documents. Our office is open from 8:00 – 4:30, but staff are willing to remain later, if prior arrangements are made.

Q: Once the Application is submitted, what is the next step?

A: Applications are vetted by HR to ensure that the applicant has the minimum requirements for the position. Once cleared, the application is released to the hiring managers to schedule interviews and make hire recommendations.

All Substitute positions are interviewed and recommended by HR, with the exception of: Sub Nutrition & Dining Assistant, Sub Custodian and Sub Bus Monitor positions, which are interviewed by the respective managers.

Q: How long does it take to receive an interview?

A: Interviews are scheduled by the hiring managers, so it is based on their schedule and availability to conduct interviews.

For Substitute positions, HR schedules weekly interviews during the school year. During the period of mid-April through June 30, this time may be extended due to the shift in priorities on meeting statutory notification deadlines to staff, and the demand of hiring full-time staff for the upcoming school year. However, all substitute applicants who submit an application prior to June 30, will be contacted and scheduled for an interview for the upcoming school year.

Q: What happens once a hire recommendation is made?

A: Once the hiring manager submits a hire recommendation, the recommendation goes through a workflow for approval by the Superintendent. Once the Superintendent approves the hire recommendation, then HR will contact the successful applicant to complete: (required paperwork, background checks, schedule pre-employment physical, assign required Safe Schools training etc.).

Q: From the point of hire recommendation, how long should I expect it to take before I can start work?

A: The typical timeline is **10 business days** from the date that the successful applicant comes to HR to complete required paperwork to the start date at the worksite.

Individuals who are current employees, simply changing jobs, the timeline will be **2 – 4 business days**.

Q: What can possibly cause a delay in the timeline?

A: Delays in hiring typically results from difficulty in reaching the applicant, inability to get an immediate date scheduled for physicals, failure of the applicant to return completed paperwork, concerns with the physical or background check, and/or staff absences due to illnesses or emergencies.

Delays in getting substitute applicants hired results from shift in priority to hiring of full-time staff for the upcoming school year, difficulty in reaching the applicant, inability to get an immediate date scheduled for physicals, failure of the applicant to return completed paperwork, concerns with the physical or background check, and/or staff absences due to illnesses or emergencies.