

FORT ZUMWALT SCHOOL DISTRICT

DISTRICT ADMINISTRATIVE OFFICES

110 Virgil Street
O'Fallon, Missouri 63366

Honored for "Distinction in Performance" by the State Board of Education

Telephone: (636) 272-6620
Metro: (636) 240-2072
Fax: (636) 272-1059
Web Site: www.fz.k12.mo.us
Email: pcorum@fz.k12.mo.us

Dr. Bernard J. DuBray
Superintendent of Schools

Dr. Patty Corum
Deputy Superintendent

Dear Candidate:

Welcome to the Fort Zumwalt School District. This letter is intended to help you understand the application, interview and selection process in Fort Zumwalt. It is our goal to provide a positive experience for everyone who applies, as we get to know you and your special qualities and skills as an educator. The application, interview and selection process for the Fort Zumwalt School District is outlined in the following paragraphs. Thank you for your interest in our school district.

Application and Pre-Screening Process

Anyone interested in a certified position in Fort Zumwalt must apply on line by visiting our website (www.fz.k12.mo.us) and completing the full application packet. This includes uploading certain documents and completing on line screening profiles. You will be directed to do all of that once you are in the AppliTrack system. Once your application is completed and submitted, it will be reviewed by district administrators. If you are selected for a structured interview, you will be contacted by our office.

In some cases, you will be screened at a district or university job fair. That interview information will be added to your on line application and will help us as we consider you for a structured interview.

Structured Interviews

The screening process is ongoing throughout the year and allows the district to identify and maintain a pool of top applicants. Applicants are not necessarily contacted after the screening interview, since the purpose is not to interview for a specific position, but rather to include information in the file for further consideration.

1. The screening interview at district office is the first step of the process being used in our school district to help in the selection and development of personnel. The interview is designed to allow you to describe freely your own thoughts, feelings, and actions. We think it will be helpful and thought-provoking for you as well as for us. If we are able to offer you a position, we will use this information as a guide to assist you toward a successful experience with us.
2. All screening interviews at district office will be audio-taped for future reference and training purposes. Your tape will not be heard by anyone other than a Fort Zumwalt School District administrator.
3. The interviewer will be asking you numerous questions. This person does not plan to interpret them for you since it is your interpretation of the question which is most important. The interviewer will not be voicing observations or comments, but will concentrate on listening and being open to what you have to say. Please feel free to ask this person to repeat a question whenever you feel a need.

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4. Do not feel as though you must go into great detail in responding to each question, but do share the essence of your beliefs and behaviors. The interviewer will be happy to ask for more information if your response is too brief to understand your basic beliefs and behaviors. In responding to most questions, you should be able to clarify your beliefs and behaviors in about one minute.
5. At the conclusion of our questions, you will be given the opportunity to share any additional information that you feel will help us know you as a person and professional.

Building Interviews

Building interviews are conducted only as openings occur. Based on results from the screening of the application, references, other documents and the structured interview, the Personnel Office and building principals will select and contact those applicants to be interviewed. Applicants interviewing at the building level will be contacted by the principal regarding the decision made about the specific opening.

Employment

If you are recommended for a position, the Deputy Superintendent will contact you to confirm your willingness to accept the position. The recommendation would then be submitted to the Board of Education and employment would become official upon their approval. All approval is contingent upon a successful records check and Missouri Certification requirements. You will then be asked to come in to sign your contract and review the terms of conditions of employment.

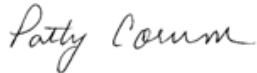
If you are not recommended for employment after having interviewed with a building principal, you will be notified of that fact by the building principal. Your application will remain active for the remainder of that school year, and you will be asked to update it if you are interested in applying the following school year.

Qualifications

Attached to this letter is a list of selection criteria our district would like to see demonstrated by candidates in Fort Zumwalt. Hopefully this helps our candidates to know what is important to us as they prepare to interview in our school district.

Thank you for your interest in Fort Zumwalt School District.

Sincerely,



Patty Corum
Deputy Superintendent

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TEACHER SELECTION CRITERIA IN FORT ZUMWALT

The following is a list of criteria to help our candidates know the qualities and skills we would like to have demonstrated by prospective teachers in Fort Zumwalt:

- ✓ Has proper certification or will complete proper certification within the current semester
- ✓ Has finished or has plans to complete all certification requirements (including 8-16 week student teaching experience) within the current semester
- ✓ Has earned a GPA of 3.0 or higher in the education degree
- ✓ Has earned A's in student teaching
- ✓ Has earned B's or higher in subject areas which the teacher will teach
- ✓ Has no criminal background or is honest and able to explain any criminal past
- ✓ Any criminal past does not question the candidate's integrity or moral character
- ✓ Has positive references from former employers and student teaching experience or practicum experiences
- ✓ Speaks positively about other school districts, parents, students, past employers and community
- ✓ Demonstrates positive attitude in the interview process:
 - Phone calls to staff at the district office or in the building
 - Job fairs
 - Other interactions with Fort Zumwalt staff and community
- ✓ Has turned in a completed and professional looking application packet
 - Answers all questions on the application
 - Uses proper grammar, spelling and punctuation
 - Includes resume, cover letter, transcripts, certification and three letters of recommendation
- ✓ In the on-line style profile screener, written answers to questions in application and all screening interviews, candidate demonstrates the following attributes:
 - Student-centeredness
 - Thorough understanding of how students learn
 - Understanding and ability to articulate how to differentiate and individualize for all students including those with IEP's
 - Responsibility for student growth
 - Professionalism in dress, communication and nature of answers
 - Accountability for personal growth
 - Responsibility for community service
 - Positive communication skills
 - Compassion for children and adults
 - Positive interpersonal skills
 - Willingness to seek and use feedback from all stakeholders
- ✓ Has built a positive reputation in previous employment and educational settings
- ✓ Has distinguished himself/herself among other candidates in the same content area by having unique training, knowledge, experience, certifications or interests
- ✓ Has no inappropriate social networking postings that would question the integrity of the teacher as a role model to students

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