

## **ADMINISTRATIVE APPLICATION PROCEDURES**

For information about qualifications for specific positions (including years of experience and certification requirements), please consult Administrative Job Descriptions at:

[http://www.osceolaschools.net/employment/osceola\\_school\\_district\\_job\\_descriptions/](http://www.osceolaschools.net/employment/osceola_school_district_job_descriptions/)

- *Please note that the School District of Osceola County does not consider a job candidate to be an official job applicant until he or she has successfully completed all steps in these application procedures. Submission of a resume to a work site shall not be considered to have met this criterion.*

## **APPLICATION PROCESS**

The application process for Administrative positions involves fulfilling requirements for two (2) departments:

### **1. Human Resources Department**

Applicants will:

- Complete the Administrative Application at:

<https://hrapps.osceola.k12.fl.us/appentry/>

- Fax or mail three (3) valid completed Reference Forms, including one from the previous or current employer that have been signed and dated within the last year.
  - References should be professional in nature, reflecting your work history
  - Reference Forms must be obtained from professional peers who can assess the candidate's ability as an administrator and not merely from persons giving a character reference.
  - At least two of the Reference Forms shall be from current or previous supervisors.
  - References either can be completed using:
    - A District Reference Form or
    - A Letter of Recommendation
  - The District Reference Form can be found at:

[http://www.osceolaschools.net/UserFiles/Servers/Server\\_567106/File/Employment/How%20To%20Apply/REFERENCE%20FORM.pdf](http://www.osceolaschools.net/UserFiles/Servers/Server_567106/File/Employment/How%20To%20Apply/REFERENCE%20FORM.pdf)

- All Letters of Recommendation must be on school / company letterhead

## 2. Professional Development Department

Applicants will:

- Email a letter of interest to [adminvacancies@osceola.k12.fl.us](mailto:adminvacancies@osceola.k12.fl.us) for the specific administrative vacancy for which the applicant is applying
- Email a current resume, listing all previous professional employers, dates of employment, and an email address to [adminvacancies@osceola.k12.fl.us](mailto:adminvacancies@osceola.k12.fl.us).
  - (Any previous employers/supervisors may be contacted for employment references.)

### **SCHOOL-BASED ADMINISTRATION VACANCIES (PRINCIPAL/ASSISTANT PRINCIPAL POOL)**

- To be considered for Administrative positions at the school level (Assistant Principal or Principal) applicants must first become a member of the appropriate Pool (Assistant Principal Pool or Principal Pool).
- To qualify as a member of either Pool, the applicant must submit the following items electronically to Debra Neill, [neilld@osceola.k12.fl.us](mailto:neilld@osceola.k12.fl.us).
  - Letter of Interest to become a member of the appropriate Pool;
  - Copy of:
    - The applicant's Florida Teacher Certificate indicating Educational Leadership or School Principal, or a Statement of Eligibility from the Florida DOE or Principal Certification from another state;
    - Current resume with dates of employment (Minimum of 3 years of teaching experience);
    - The three most recent end-of-year evaluation documents conducted by the immediate supervisor, to provide three years of effective teaching or administrative experience; and
    - Complete or update the Administrative online application at: <https://hrapps.osceola.k12.fl.us/appentry>
- The Senior Manager for School Leadership Training and Development will review the items required for Pool membership.
- Applicants will be notified regarding their membership status in the appropriate Pool.
- Assistant Principal Pool members will remain a member of the Assistant Principal Pool for a period of three years.
  - All vacancies at the Assistant Principal level will be sent automatically to Assistant Principal Pool members via email.
- Principal Pool members will remain a member of the Principal Pool for a period of five years.

- All vacancies at the Assistant Principal and Principal Levels will be sent automatically to Principal Pool members via email.

### **REVIEW PROCESS**

- All applications and documents will be reviewed by members of the Professional Development Department to determine if the candidate meets the requirements for the administrative vacancy for which he/she is applying.

### **POSITION VACANCIES**

- As administrative position vacancies occur, they will be posted on the School District of Osceola County's Employment website. In addition, school-based administrative vacancies will be sent electronically to members of both the Assistant Principal Pool and the Principal Pool.
- Advertisements will be posted for 5 or 10 days. Advertisements can be temporarily or permanently withdrawn. The Superintendent reserves the right to end or extend an advertisement at any time. The Superintendent also reserves the right to transfer a qualified existing administrator to an administrative vacancy when one occurs.
- Application packets must be received at [adminvacancies@osceola.k12.fl.us](mailto:adminvacancies@osceola.k12.fl.us) on or before the deadline listed on the posted advertisement in order to be considered.

### **INTERVIEW AND SELECTION PROCESS**

- All qualified candidates applying for an administrative vacancy will be considered for the Interview Process.
- Those invited to interview for a specific administrative vacancy will be scheduled with an interview team that could include the Superintendent, members of the District Leadership Cabinet, school-based administrators, and/or community or business partners.
- Assistant Principal interview teams generally include the hiring Principal and a school-based Selection Committee.
- The selection process includes an interview guide which will be the same for all candidates. The interview guide will be developed using both behavioral and non-behavioral questions which are based on current research in effective leadership.
- The candidate selected to fill the specific administrative vacancy will be notified by the Superintendent or designee.
- The candidates not selected to fill the specific administrative vacancy will be notified by the Senior Manager for School Leadership and Development or designee. Every effort will be made to notify candidates in a timely manner.

### **RECOMMENDATION FOR EMPLOYMENT**

- Candidates selected to fill an administrative vacancy will be recommended for employment in that position by the Superintendent at the next possible School Board meeting. Employment shall not be effective until School Board votes that approval has been given.
- All candidates for employment are subject to criminal background checks and drug screening.
- The School District of Osceola County, Florida, is a drug free workplace.
- The School District of Osceola County, Florida, is an Equal Opportunity Employer.

### **ADDITIONAL INFORMATION**

#### **Retirees**

- Retired administrators that are receiving retirement benefits under a public or private retirement system who are hired (or rehired following retirement or DROP completion) to fill a vacancy or specific need with the district on a short-term basis will be granted up to a maximum of five (5) years' experience on the salary schedule for years of experience that are not included in the years of experience for which they are receiving retirement benefits. Source: 2012-2013 Employment Administration Handbook; Administrative Salary-Related Guidelines; VII. Experience - Retired Administrators Experience
- Florida Retirement System Investment Plan members are considered "retired" once you have taken any self-initiated distribution (cash-out or rollover) from your investment plan account regardless of your age.
- If you have any questions regarding this policy, please contact Human Resources at 407-870-4800.

#### **Identification & Notification of Equity Coordinators**

- As required by Rule 6A-18.910(1)(g), FAC: Title IX 106.81(1); Section 504:104.8(a); ADA:35.1007(a); and Age: 110.25(b) the following individuals are Equity Coordinators:

#### **Equity Coordinator**

Manny Rodriguez  
Employee Relations Manager  
Human Resources Office  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4800

#### **ADA and Age Discrimination Coordinator**

Tammy Cope-Otterson  
Chief Human Resources Officer  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
407-870-4093

### **Collection of Social Security Numbers**

- Please read this special notice regarding the collection of Social Security Numbers:

<http://osceola.ss8.sharpschool.com/cms/One.aspx?portalId=567190&pageId=649976>

### **VETERANS' PREFERENCE INFORMATION**

For the purposes of appointment, retention, reinstatement, reemployment and promotion, Veterans' Preference ensures that veterans and eligible persons are given consideration at each step of the selection process. However, preference does not guarantee that a veteran or other eligible person will be the candidate selected to fill the position. Section 295.07, Florida Statutes (F.S.) specifies who is eligible for Veterans' Preference. State of Florida residency is not required for Veterans' Preference. Completion of the Veterans' Preference section below is voluntary and will be kept confidential in accordance with the Americans with Disabilities Act. Listed below are the seven Veterans' Preference categories.

- a. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense. [section 295.07(1)(a), F.S.]
- b. The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power. [section 295.07(1)(b), F.S.]
- c. A wartime veteran as defined in section 1.01(14), F.S., who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility under this paragraph. [section 295.07(1)(c), F.S.]
- d. The un-remarried widow or widower of a veteran who died of a service-connected disability. [section 295.07(1)(d), F.S.]
- e. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense. [section 295.07(1)(e), F.S.]
- f. A veteran as defined in section 1.01(14), F.S., excluding active duty for training. [section 295.07(1)(f), F.S.]
- g. A current member of any reserve component of the United States Armed Forces or the Florida National Guard. [section 295.07(1)(g), F.S.]

All applicants claiming Veterans' Preference must submit a DD Form 214 (member copy #4) or comparable discharge, separation or current reserve documentation that indicates the character of service as honorable. In addition, all applicants claiming Categories a, b, d, or e above must also furnish supporting documentation in accordance with the provisions of Rule 55A-7 Florida Administrative Code. Please fax your supporting documentation to the People First Service Center at (888) 403-2110 by the closing date of the job announcement. Be sure to include the position number for which you are applying on each page submitted. All required documents must be submitted no later than the closing date of the job announcement.

Under Florida law, preference in appointment shall be given first to those persons in Categories a or b and then to those in Categories c, d, e, f or g. If a qualified applicant claiming Veterans' Preference believes he/ she was not afforded employment preference, he/she may file a complaint with the Florida Department of Veterans' Affairs, Veterans' Preference, P. O. Box 31003, St. Petersburg, FL 33731. A complaint must be filed within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date the application is filed with the employer if no notice is given.