

EXCESS AND INTERNAL HIRE FAQ

Q: If it is determined a building must lose a teacher and there are no volunteers, how will the excess teacher be determined?

A: All things being equal, the teacher with the lowest evaluation rating (Highly Effective, Effective, Improvement Necessary, Ineffective) will be excessed first. If two or more teachers have the same evaluation rating, the principal will determine the excess teacher based on the needs of the building.

Q: What evaluation results will be used to determine my status for excess this year?

A: Because the evaluation process and tool is new this year, evaluation results as of February 15 will be used for all teachers this year.

Q: When will vacancies be posted?

A: Postings will begin on the first workday in March and continue throughout the hiring season. When a posting closes, the job will be removed from the website

Q: Will my principal know that I've applied for an open position?

A: Principals will only have knowledge of applicants for positions posted for their assigned building. Hiring principals may call a teacher's current principal for a reference.

Q: Are there limits to the number of teachers who can transfer out of a building?

A: If 10% of the total building faculty has accepted other district positions, the remaining faculty must receive approval from the building administrator to be eligible for internal hire.

Q: How will teachers know when a school reaches the 10% cap?

A: HR will send an email to the building administrator when the 10% cap is reached. The administrator will share the information with the building faculty.

Q: How will eligible teachers apply for a posted position?

A: All job vacancies will be posted separately on the district online application system, AppliTrack. If a current teacher **does not** have an online application, he/she will need to apply as an internal applicant on the online AppliTrack application system. Internal applicants are asked to respond to fewer application questions.

It is advisable that current EVSC teachers upload an updated resume, transcripts and applicable teaching license to their new online application for review of hiring administrators.

If a teacher has an existing online application, they will need to login to their AppliTrack application and select each posted job for which they wish to be considered for an interview. The application must be resubmitted to complete the application process.

It is advisable that teachers upload an updated resume to their online application for review of hiring administrator.

Q: Why do I need to provide an updated resume, transcripts and licensure if I am a current employee?

A: Hiring principals will review all applicants' employment history from the online application system. Information included by the applicant will be a factor used in selecting candidates for an interview.

Q: If I do not have copies of my transcripts or license, how may I secure the documents?

A: Unofficial copies of transcripts may be uploaded to your application. A copy of your educator license can be found on your LVIS account on the Indiana Department of Education application website.

Q: If I am interested in multiple posted positions, will I have to submit an application for every position?

A: No, a teacher only needs to create one (1) online application. The teacher will select each job from the list of posted vacancies on the first page of their personal online application.

Q: How will I know when positions are open during the spring and summer?

A: Anyone interested in EVSC job opportunities should regularly check the AppliTrack website for posted job openings.

Q: If a job is posted in the afternoon, will this be considered the first full day of the posting?

A: Every attempt will be made to post vacancies to the Employment webpage on the EVSC website prior to 12:00 (noon). If a posting cannot be posted prior to 12:00 (noon), and unless there are extenuating circumstances, the vacancy will be posted the next workday. If a posting must be posted after 12:00 (noon), the next day will be considered the first full day of the posting.

Q: What qualifications will be confirmed by HR prior to sending the list of qualified internal applicants to hiring administrators?

A: The qualifications required for consideration of internal open hire requests include a Highly Effective or Effective evaluation rating, appropriate licensure and HQ status. Teachers who have accepted an open position are not eligible to apply for another open position until the next school year.

Q: How will applicants be notified when a position has been filled?

A: Applicants recommended for a position will be contacted by HR and offered the position. Applicants not selected will receive an email notification through the online application system, AppliTrack.