

FREQUENTLY ASKED QUESTIONS

If you have further questions, please call us!

Human Resources staff are available at (509) 222-5010 (Certified) or 222-5013 (Classified). Our email address is jobs@ksd.org

Our administration building is open Monday through Friday from 8:00 a.m. to 4:30 p.m. (except major holidays).

How can I find out about open positions?

You may view openings (and apply) by visiting our web site: www.ksd.org. We also have a twenty-four hour job line which is updated regularly, announcing all open positions. The job line telephone number is (509) 222-5011.

When should I apply?

We have an open application period all year round, so you may apply at any time whether there is a position open or not. Most applications are submitted between April and September each year during our busy hiring season.

Do I need an e-mail account in order to use your online application system?

Yes, as e-mail will periodically be sent to you regarding the status of your application. While **Kennewick School District** does not endorse any particular e-mail account system, free accounts are available that can be utilized from public agencies such as libraries. Once you have established an e-mail account, you may log into our system and register as an applicant. If your e-mail address changes at a later date, you can log in as a registered user and update your e-mail address. *Please be sure to add the address jobs@ksd.org and the domain ksd.org to your address book so your Internet provider does not filter our mail out as spam.*

How long will my application be kept on file?

We keep your application active for one year from the date your application is received. When you provide updated information for your application, via an online electronic submission of new information (i.e., new letters of recommendation), your file remains active for one year from the most recent update.

May I apply for more than one position?

Certainly! You may apply for any open position for which you feel qualified and/or in which you are interested. Your **completed** application packet must be received in our Human Resources office prior to the guarantee consideration deadline in order to ensure that your application is reviewed.

If I apply for a position and another similar position occurs after I apply, will I automatically be considered for that second position?

No, you will need to apply for any additional positions that you would like to be considered for using the online application system. We encourage you to visit our website frequently.

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Do I need to come in every time I want to apply for a position?

No, you just need Internet access to our web site: <http://www.ksd.org> Complete the online application and submit all other required documentation via U.S. mail. If you do not have Internet access, our Human Resources department has a computer available to use for the online application process. We are located at 524 South Auburn Street, Kennewick, WA 99336. In addition, public libraries generally have Internet access available for public use.

When do you post your open positions?

Newly opened positions are posted as they occur. We begin posting positions for the next school year in the spring of the current school year.

What does "open until filled" mean?

Job opportunities are posted with a "guarantee consideration deadline." This means that **only** those qualified applicants whose complete application packet is on file with our district by that deadline and who have expressed interest in the specific position will be considered. If the hiring administrator is unable to find qualified applicants in that pool, the position may be reopened as an "open until filled" position

What do I need to do to get released from my contract with my current school district employer?

If you have signed a contract with another school district, you must be released before signing a contract with **Kennewick School District**. Upon receiving a written offer of employment (Letter of Intent) from the **Kennewick School District**, you must request in writing that your current school district release you from your contractual obligation. They will advise you whether you will be released and under what circumstances.

What is the district interview process?

The hiring administrator will contact you by email or by phone if you have been selected to interview for an opening. We prefer to notify candidates several days in advance, but during our peak hiring in the spring and summer, it is not always possible, and so we appreciate your flexibility.

What qualifications must I have in order to work in the Kennewick School District?

Each position posted has a list of required and/or preferred qualifications. Applicants **must** meet all required qualifications prior to the guarantee consideration deadline of the position in order to be considered for the position. Minimum requirements are you must be 18 years of age, and have proof of High School Graduation and/or GED or equivalent.

What if I do not have current Washington State certification?

Any offer of employment for a certificated or administrative position will be contingent upon your holding a valid Washington State Certificate. You may apply for a certificate through the following certification offices:

Gloria Cartagena
Educational Service District 123
3918 West Court Street
Pasco, WA 99301

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Telephone: 509-544-5702
Web site: www.esd.123.org

Or

Office of State Superintendent of Public Instruction

PO Box 47200
Olympia, WA 98504-7200
Telephone: 360.725.6400
E-mail: cert@ospi.wednet.edu
Web site: <http://www.k12.wa.us/certification>

Please be aware that the certification process can take between 16 and 22 weeks.

Are you actively recruiting minority applicants?

Yes. We continue to place a major emphasis on attracting, recruiting and hiring qualified minority candidates.

Are you actively recruiting disabled applicants?

We encourage disabled applicants to apply for employment in our District.

What if I need an accommodation to complete these materials ?

To request accommodation during the process contact our Human Resources office at (509) 222-5010 for assistance.

If I have questions about your equal employment opportunity policies, who do I contact?

Bev Johnson-Torelli, Asst. Superintendent for Human Resources, the Title IX officer at the **Kennewick School District**, at (509) 222-5010.

Will I be able to work in a smoke-free environment?

Yes, our District complies with State law, which prohibits the use of tobacco on any District property. We are committed to providing a tobacco-free environment for all. We are also committed to providing a safe environment, both weapon and drug free.

Do I need to be a citizen of the United States?

We will hire United States citizens and aliens lawfully authorized to work in the United States in accordance with the Immigration Reform and Control Act of 1986 (Title 8, US Code, Section 1.324A). All new employees are required to complete an Employment Eligibility Verification Form (I-9), issued by the US Immigration and Naturalization Service, which requires documentation to establish this eligibility.

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If I am hired, what documentation will I need to provide Kennewick School District upon hire? ALL APPLICANTS WHO ARE HIRED WILL NEED TO PROVIDE THE FOLLOWING DOCUMENTATION:

1. Authorization to work in the United States, as per requirements listed on the Employment Eligibility Verification Form (I-9) issued by the INS. This includes bringing the following original documents to Human Resources for verification and photocopying: signed, picture identification (i.e., driver's license or valid passport) **and** original Social Security card.
2. Washington State law requires that employment is contingent upon the return of a satisfactory fingerprint background check by the Washington State Patrol and the Federal Bureau of Investigation. **This fingerprinting must be completed 10 days from hire date.** For more information regarding this, please see a representative in our Human Resources Department.

In addition, CERTIFICATED employees will be asked to provide:

1. Original Washington State teaching certificate for registration/photocopying.
2. Official transcripts of all college classes indicating degrees earned.
3. Credit Approval Forms as per WAC 392-121-262 for all classes taken for credit or clock hours after September 1, 1995. These forms must be supplied and signed by the school district at which you were employed at the time of the class (this applies to Washington State school districts only).

In addition, CLASSIFIED employees will be asked to provide:

1. Official high school transcript or GED.
2. Official college transcripts (if applicable to job posting requirements).