

SELECTION PROCESS:

CREDENTIALS AND REFERENCES:

Candidates are asked to apply and send credentials to:

Dr. Keith Rohwer, Superintendent
Nebraska City Public Schools
Central Administrative Office
215 North 12th Street
Nebraska City, NE 68410

CONTACT AND/OR QUESTIONS:

Telephone: 402 873-6033

FAX: 402 873-6030

COMPLETE APPLICATION FILE:

The candidate's file is usually not considered complete until the following documents have been received. The Nebraska City Public Schools places full responsibility for generation of these materials on the applicant.

1. Letter of application, application and resume
2. Application including verification statement (available for downloading from website - www.nebcity.esu6.org)
3. Placement file or credentials (must include transcripts and letters of recommendation)
4. Copy of Nebraska teaching certificate (if one has been issued to the applicant)
5. Background checks completed

CERTIFICATION:

A candidate must possess a Nebraska teaching certificate or must be able to demonstrate that he/she is able to gain certification for a teaching position in Nebraska. Please direct any questions about certification to:

Nebraska Department of Education Teacher Certification
301 Centennial Mall South
P. O. Box 94987
Lincoln, Nebraska 68509-4987
402-471-2295

REVIEW:

A selection committee for each vacancy will review completed candidate files. A decision will be made to interview one or more applicants. Ordinarily, an interview will not be conducted until the application file is completed.

INTERVIEW:

An interview team consisting of minimally the building principal and teachers will interview candidates. We would suggest that you allow two to three hours for the total interview process. Generally, the interview is held at the building where the opening exists or the Central Administrative Office. The interview visit will include:

1. Welcome and review of position and job description
2. Structured Interview - A set of predetermined, instruction based questions, focusing on the attributes of successful instruction, will be asked by the interview team.
3. Candidate Questions - The candidate will have an opportunity to pose any questions he/she might have.
4. Salary and Benefit Information - Information will be given to the candidate that relates to the salary compensation, the district's benefit package, or other compensation related matters.
5. Building Tour – A member of the interview team will give the candidate a tour of the building facility.

SELECTION:

Selection will be based on the qualifications of the candidate as they relate to the district's assessment of position needs and responsibilities.

NOTIFICATION:

All non-selected applicants will be notified by letter of the position status. All applicants that were interviewed but were not selected will be notified by telephone that the position has been offered and accepted by one of the other applicants.

EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the Nebraska City Public Schools to eliminate, prevent, and prohibit discrimination, bias and stereotyping on the basis of gender, disability, race, national origin, color, creed, religion, and age in employment practices and the district's educational and activities program.

Persons who need an accommodation in order to participate in the selection process should request this in advance.