

FREQUENTLY ASKED QUESTIONS FOR ADMINISTRATORS

1. What are the Standard certification requirements for an administrator in Cypress-Fairbanks ISD?

Certification requirements are located on each administrative posting.

2. How often are administrators paid in Cypress-Fairbanks ISD?

Administrators are paid semi-monthly over a 12-month period. Pay dates for administrators are on the 15th and the last working day of the month.

3. Are all 5 references needed before my application is considered complete?

Your application is considered complete once the Office of Human Resources receives your transcripts (not applicable for current employees unless documents have not previously been added to personnel file), resume (should be attached to application), and five completed reference forms (one **must** be from your current supervisor). Distribute the five reference forms to the same individuals you list on the application.

It is your responsibility to ensure the distribution of the 5 reference forms and to check on their receipt by this office.

4. Do the transcripts need to be official and sealed from the university?

College and university transcripts may be photocopied for the application. If recommended for a contract, the district will require an official college/university transcript within 45 days. (This does not apply to current CFISD employees)

5. I've completed my application and submitted all materials to the Office of Human Resources.

What is the next step?

Your application data is entered into our computer applicant system and your file is reviewed by the appropriate administrator for the posting. Based upon the district's needs and completion of your application you may be invited to a screening interview.

6. May I contact the campus principals directly to inquire about vacancies?

You **SHOULD NOT** contact campus administrators to inquire about campus vacancies. After reviewing your file an administrator may contact you to discuss your application.

7. Where can I find a listing of administrative vacancies in Cypress-Fairbanks ISD?

Visit the Human Resource section on the website and look under administrative. Every position we are currently accepting applications for will be listed. Some administrative positions are posted on an "as needed basis". Others are posted on a specific timeline every year and these are posted to add to an existing pool of eligible candidates when positions become available in the district.

8. If I have previously applied/interviewed for an administrative position and been added to the applicant pool (i.e. Principal, Associate, Director of Instruction, Assistant Principal, Counselor, or Librarian) do I need to reapply?

Every year a new posting for these positions is added to the website. Each position has a new job number. You must log back into the applicant system with your user ID and password and click on the desired job number. Your previous application will populate to this posting. This is the procedure we use to stay current on the applicant's interest in obtaining this position from year to year. Your references are valid for two years. If you have changed jobs since the last posting, you will need to provide a reference from your current supervisor.

9. How long will my application remain active?

Some administrative applications are required to be updated each year to be considered for an existing pool of applicants that have been screened and are eligible for a campus interview when vacancies become available. Other administrative postings are for specific vacancies at the time of posting and are active only for the posting period.

Updated references are required for each position if they are older than two years.

10. What do I need to do if I want to change information on my application?

Applicants have the capability to update their online application with their user identification and password at any time. After making all the necessary changes/updates, click on the "final submit" button.

In order for your application to receive full consideration in our staff planning process, it is important you provide all the information and specific documentation requested in the instructions.