



NACHES VALLEY SCHOOL DISTRICT JT. #3

24 Shafer Ave. — PO Box 99

Naches, WA 98937-0099

(509) 653-2220 — FAX (509) 653-1211

www.naches.wednet.edu

CERTIFICATED APPLICATION PROCEDURE

APPLICATION

Thank you for your recent request for an application for a certificated position with the Naches Valley School District. Applications are welcomed and will be considered as appropriate vacancies occur. The District does **not** conduct personal or telephone interviews prior to formal interviews for a specific vacancy. Candidates will be contacted for formal interviews by the administration office or program administrator after a screening team has reviewed the applications and selected candidates to be interviewed.

CREDENTIALS

Candidates are requested to arrange for their placement file to be forwarded to the Naches Valley School District's administration office. If your current placement file does not include teaching references (if you are an experienced teacher), you should have this information added to your file. If you do not have a current placement file and/or your college does not issue placement files, please submit three (3) current letters of recommendation with at least one of them being from an immediate supervisor. (Letters of recommendation should not be more than 2 years old.)

TRANSCRIPTS

Candidates are requested to provide copies of up-to-date transcripts of college credits to be placed in with your application. *Upon employment*, you will be required to submit official transcripts from every college you have attended.

CERTIFICATION

Valid Washington State teaching or E.S.A. certificates are required to teach or serve as a psychologist, CDS or counselor in the Naches Valley Public Schools.

1. If you have a current Washington State certificate, please provide a copy of your current certificate for our files.
2. If you do not have a current certificate, you should proceed as follows:

Out of state graduates: To inquire about certification procedures in the State of Washington, send a letter of inquiry to the Supervisor of Certification, Office of the State Superintendent, PO Box 47200, Olympia, WA 98504-7200.

Washington State graduates: If your certificate has expired, contact the Supervisor of Certification in Olympia, WA. If you have recently completed requirements for certification in a Washington State University/College, submit your application for certification as soon as possible. A valid certificate is required before you begin your teaching assignment.

COMPLETE FILE

Candidates must have a complete application file in the personnel office by the deadline time on the final day of the job posting to be considered for an interview by the screening team. No exceptions will be made. Complete files must contain the following:

1. Naches Valley District application form.
2. A letter of application requesting consideration for a specific posting(s), or grade level or subject area.
3. A current resume.
4. Placement file. If no current placement file is available, please submit three current (written within the last 2 years) letters of recommendation with at least one of them being from your immediate supervisor.
5. Copies of college transcripts.
6. A copy of a valid Washington State teaching certificate showing endorsement(s) related to the application.
7. A "Criminal and Abuse Disclosure" form.

RENEWAL OF PROSPECT

Applications will be active for one year following date of receipt. To be considered for a subsequent school year it will be necessary for you to update your application with current teaching experience and notify the Personnel Department in writing of your desire to keep your application on file for another year.

The Naches Valley School District Jt. # 3 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for all district employment and opportunities. The Naches Valley School District maintains a positive work environment and requires employees to demonstrate a life style free of drug and alcohol abuse. The finalist must successfully pass a pre-employment background check, including fingerprinting, through the Washington State Patrol/FBI before employment. The costs involved in the fingerprinting will be the responsibility of the new employee upon hire with the district.

THANK YOU FOR YOUR INTEREST IN NACHES VALLEY SCHOOLS!