

FAQs for Applicants/Substitute Teachers

1. Does Windham employ retirees?

Windham employs eligible, qualified retirees if the district is exempt from paying the employer pension surcharge. Typically, these are individuals who retired from the Teacher Retirement System (TRS) before September 1, 2005.

2. Does Windham require teachers to be certified to teach?

Yes. All applicants for positions requiring certification must be certified by the State Board for Educator Certification or be eligible for permit. This includes teachers, counselors, librarians, diagnosticians and principals.

3. Do teachers employed with Windham contribute to TRS?

Yes.

4. Does Windham provide health insurance and other benefits?

The Windham School District provides health insurance for its employees. The state pays 100% of the health insurance premiums for full-time employees and 50% of the dependents premiums. The state pays 50% of the health insurance premiums for part-time employees and 25% of the dependents premiums. Other benefits include optional dental and life insurance, TexFlex reimbursement accounts and 403b plans.

5. How long is the waiting period for health insurance?

90 days.

6. What is the closing date for teacher positions?

There is no "closing date" for teaching positions. However there are cycles of interviews. When a position becomes available, applications are gathered for all "qualified applicants" who have expressed an interest for that geographical area. Principals must interview and respond whether each applicant is selected

or not selected, before other applicants are considered. Once a selection is made, the position is closed.

7. How long will my application for a teaching position stay on file?

One (1) year.

8. How often do I need to update my teaching application?

Every year or when you need to add or change information such as contact or certification information.

9. Can I send in my resume instead of an application?

No. However, you may supply a resume if you wish. Although a resume can be helpful for the Interviewer, the State of Texas application is a requirement for our District.

10. Are work-site visits or tours of the prison facility available before I decide to apply for a position?

Yes. Feel free to contact the principal of the prison facility for which you are interested in applying. Work site visits are strongly encouraged. Keep in mind that prison facilities vary in mission, atmosphere and operation. Therefore, you may want to visit each facility that you are applying with.

11. Will I get notified if I'm not selected for a teaching position?

Yes, the Human Resources Office will send you a letter if you applied and interviewed for a position.

12. What is the hiring process for teaching positions?

When a position becomes available, a list of qualified applicants (with a complete application on file) is generated. The applicant is contacted by Human Resources to determine if there is still interest in a position. Applications for applicants who express interest are sent to the campus principal. The principal makes all arrangements and conducts the interview. Then, the principal submits documentation indicating whether a selection was made from that group of applicants. If a selection was made, then Human Resources will process the recommendation and make the final offer of employment. Employment offers

may be delayed for applicants who have not submitted original transcripts or school service records per the application checklist.

If a selection was not made, then any applicants who may have submitted or completed applications after the first group of applications was sent to the principal will be contacted to determine interest.

13. How long will it take for me to get an interview?

The length of time that it takes to hire an applicant varies for each person and position. You are encouraged to track available positions on this website in order to ensure that you are being considered for all positions for which you are interested.

In addition, you will be contacted if required documentation per the application instructions was not supplied. You must provide all required documentation in order to be fully considered.

14. Do you hire substitute teachers when teachers are absent?

Yes. Substitute teachers must have a completed application on file in the Human Resources Office, have full clearance and Substitute Teacher Orientation Training before they are placed on the approved substitute list.

15. What are the requirements to be a substitute teacher?

You must have at least a high school diploma or GED. Persons on the approved substitute list with a teaching certificate or a degree from a four-year college or university in an area Windham teaches will be used first on the list.

16. How much do you pay substitute teachers?

Substitutes are paid \$65.00 for a full day. They are paid at the end of each month for the previous month's work.