

Guidelines for Applying for Instructional Positions

The Ilion Central School District is an Equal Opportunity Employer.

Please allow us to thank you, in advance for your potential interest in working for Ilion.

Hiring practices that may be helpful for you to know about

1. The district does not subscribe to the OLAS on-line application system.
2. Our interviewing committees typically include two or more administrators and two or more persons who hold the same or similar positions as the candidate is applying for.
3. While Ilion administrators, faculty and staff may participate in the interviewing process, only the Ilion Central School District Board of Education may extend an employment offer. This is done by letter from the Superintendent after a candidate is recommended to and approved by the Board of Education at Board of Education meeting. Board of Education meeting dates are posted on the School Board page of this web site.
4. Interviewing committees are not permitted to discuss salary information. Salary recommendations are made by the Superintendent in response to collective bargaining agreements.
5. Interviewing committee members should not be approached for feedback after the interview. We treat the process as confidential and have an obligation to protect your privacy and to assure that any information about the position is discussed only in the forum of the interview.
6. Candidates who are interviewed, but who are not selected for a position, will be notified by letter after the Board of Education meeting when the selected candidate is appointed. Application packets for all interviewed candidates are kept on file for one year.

Application Procedures

The following procedures should be observed unless directed otherwise in a posting or advertisement.

All application materials for instructional positions should be submitted to the following address:

Ilion Central School District Personnel
Attn: Marsha Mays-Smith
1 Golden Bomber Drive
Ilion, New York 13357

Inquiries about the receipt of materials may be made by contacting the Pupil Personnel Services department secretary at 894-3210.

Teachers

The following items should be assembled and provided in hard copy:

- Resume
- Letter of application for specific position that indicates why you are interested and qualified for a position. The letter should also include mention that official transcripts have been requested or are enclosed. If any required items are omitted, your letter should indicate when they will be supplied.
- Completed Instructional application form
- 3 reference letters from persons qualified to describe your potential as a teaching candidate
- Copy of all relevant certifications
- Copy of Substance Abuse and Child Abuse course completion certificates
- Fingerprinting (if available)

After being invited for an interview, you are encouraged to drop off your portfolio in advance of your interview if you feel it provides evidence that will strengthen your candidacy. It will be returned to you either at the interview or can be picked up the day following the interview.

Teaching Assistants

The following items should be provided in hard copy:

- Completed teaching assistant application form
- Copy of Teaching Assistant certificate
- Copy of college transcripts