

Frequently Asked Questions (FAQ's)

How do I know what jobs are open?

All District jobs are listed on our website <http://cbd9.net/human-resources/district-jobs> and at the District office at 1255 Hemlock, Coos Bay, OR 97420. Positions are posted as they become available and are typically open for 10 days. You must apply before the closing date listed on the announcement.

How do I know if I've applied successfully? Is my application complete? Can you check?

TalentEd Recruit and Hire will not allow you to submit an incomplete application. You can check to see what you have entered by logging into your account and clicking the appropriate tabs. <https://coosbay.cloud.talentedk12.com/hire/index.aspx>

The positions for which you have applied will be listed under the Application Status tab. Once your application has been submitted, you may not make edits. Human Resources may not make edits to your application. It is the responsibility of the applicant to check their application before submitting it.

How come I did not get an interview?

We receive hundreds of applications during hiring season. We select candidates to interview based on the strength of their application using job based criteria. You will receive an email if you have been chosen for an interview. If you did not receive an interview invitation through the email address you provided on your application, you were not selected for an interview. Please keep your contact information up to date in TalentEd Recruit and Hire.

At any time you may login to your account to view the current status of your application.

What is a "pool"?

A pool posting is when the District anticipates multiple openings in a similar position and collects applications in preparation for it. Applicants will be selected for interview if and when positions become open.

Why do you need all of this information to apply? Isn't all of my information already in Human Resources?

Only complete applications are accepted by our District. It is in your best interest to submit as much information as possible, this allows administrators to fully evaluate your qualifications.

Do I have to fill out an application to apply?

Yes, without exception. You must apply to specific postings to be considered for the position.

How do I know when a job has been filled?

You may login to your TalentEd Recruit and Hire account at any time to view the status of your application. We typically fill positions within three to four weeks after a position closes.

When will I hear something?

Due to the volume of applications we receive, we typically contact you only if you are selected for an interview. Interviews are scheduled through an email invitation. Please ensure that your email information is up to date in TalentEd Recruit and Hire.

I'm applying for an Educational Assistant position. What does it mean to be considered "Highly Qualified"?

Federal law requires that all paraprofessionals providing instruction to students in a school-wide Title I program must fulfill the Highly Qualified requirements of the No Child Left Behind (NCLB) Act. Verification of classified employees' highly qualified status must be included in their personnel files.

In order to satisfy Title I Highly Qualified standards, classified instructional employees must have completed one of the following academic requirements:

1. Completed an Associate's degree OR
2. Completed 48 semester or 72 quarter hours of credit at an institute of higher learning OR
3. Demonstrated, through a formal state or local academic assessment, knowledge of, and the ability to assist in instructing, the following subjects: reading, writing, and mathematics. This is a two-part process, including the successful completion of an assessment test, as well as an observation. (The observation will be conducted by your school principal in an instructional setting.) The Coos Bay School District accepts the following assessment test scores: WorkKeys (offered through OSEA) and Compass (offered through SOCC).

Verification of "highly-qualified" status includes any of the following documents:

- Diploma -- Associate's Degree or higher OR
- Transcripts showing the successful completion of 48 semester or 72 quarter hours of college credit OR
- WorkKeys or COMPASS assessment test scores plus an observation form completed by your principal

For information regarding WorkKeys assessment tests, please contact Connie DeYoe at OSEA (800-252-6732 or connie@osea.org).

Additional information regarding WorkKeys is provided on the OSEA website:
<http://www.osea.org/training/workkeys-training/>

For information regarding SOCC's COMPASS test, please visit the SOCC website at:
<http://www.socc.edu/esps>

Do I need to have an Oregon teaching license to apply for teaching positions?

Yes. For any of our teaching positions, applicants must possess a current and valid Oregon TSPC teaching license with the applicable endorsement and authorization level listed on the job posting by the time of hire. Please visit the Oregon Teacher Standards and Practices Commission for more information <http://www.oregon.gov/TSPC/Pages/index.aspx>

Can you provide an overview of the hiring process?

The following are general steps of the hiring process. Each search may differ depending on circumstance and need:

- We post all vacancies on our website <http://cbd9.net/human-resources/district-jobs> and at the District office at 1255 Hemlock, Coos Bay, OR 97420. Applications are accepted 7 days per week, 24 hours per day through TalentEd Recruit and Hire.
- Candidates who have successfully completed an application, attached required documentation and are Highly Qualified are referred to the hiring administrator.
- Candidates are then selected to interview based on the strength of their application. The hiring administrator will send interview invitations by email to all applicants to schedule interviews.
- The applicant will interview with the interview committee; a teaching demonstration or test may occur.
- The hiring administrator and interview committee will discuss who will be reference checked.
- The hiring recommendation will be forwarded to Human Resources.
- Human Resources will extend an offer to the candidate.
- The candidate will receive an email with detailed instructions regarding next steps (employment paperwork, fingerprints, criminal background check, etc.)
- Timelines for hiring vary from search to search.

Do I have to get a criminal background check? How much does it cost?

All District employees are required by Oregon state law to have a criminal background check done before starting work. Employees are responsible for the entire cost of the background check conducted through the Oregon Department of Education (ODE). Fees may be deducted from your first paycheck.

Individuals that hold valid and current TSPC licenses do not have to redo their background checks. Also, new employees that were employed by another public Oregon school district or ESD may request to have their fingerprints transferred instead of redoing the check.

Individuals who have had a background check done in the past, but moved out of state and then returned, MUST redo the full background check.

Volunteers who become employees must also have an ODE criminal background check conducted. This is because the background check procedure is different for each of these groups.

I have applied to be a substitute for Coos Bay School District, what are my next steps?

Thank you for applying! Now that you have submitted a complete application, all you need to do is wait. Human Resource's will review applicants in our sub pools on an ongoing basis. You will be contacted with additional information. Thank you for your interest.