

CHENEY USD 268 SELECTION PROCESS

Application Process: In order to be considered an applicant for a certified staff position, a completed application profile must be on file at the Cheney USD 268 District Office. A completed application profile consists of the following information:

1. A completed application form
2. A resume attached to the application
3. A complete and current set of credentials from your college placement bureau, or request that at least three letters of reference be mailed to the District Office.
4. Official transcripts for all college coursework
5. A copy of appropriate certification when available

Mail all application information to: David Grover, Superintendent
Cheney USD 268 District Office
100 W. 6th Street
Cheney, KS 67025

Maintaining Current Application: Applications will remain current and “on file” from October 1 to September 30 of the following year. Applicants desiring to reactivate their application after October 1 may do so by contacting the District Office either orally or in writing.

Interview Process: A personal interview is required for employment. Recruiting interviews are sometimes completed on college campuses (check with college placement bureaus in your area). When desired, Cheney USD 268 Administrators will schedule onsite interviews after reviewing completed application profiles (application form, resume, credentials, transcripts, and teaching certificate). Applicants invited to interview for teaching positions will be requested to provide a portfolio (e.g., unit plans, teaching artifacts, videotaped instruction) of their teaching.

Certification Process: Individuals must assume responsibility for obtaining and renewing required certification. Certificates must be registered with the board clerk upon employment. Information about Kansas certification requirements may be obtained from the Director of Certification, Kansas State Board of Education, 900 SW Jackson, Suite 106, Topeka, KS 66612, 785-296-2288.

Salary Schedule: Teachers are placed on the district’s salary schedule based on formal education and experience. The exact placement is determined by the Cheney USD 268 Board of Education.

Equal Opportunity Employer: Cheney USD 268 complies with nondiscriminatory practices in all educational programs, activities, and employment procedures, and will not discriminate against any person because of ethnicity, gender, age, religion, color, national origin, or disability.