

Plano ISD Administrative Screening Process

Required qualifications to be considered for the administrative pool are as follows:

- a. Hold a bachelor's degree;
- b. Hold a provisional or standard teacher certificate;
- c. Hold a master's degree and have completed a minimum of 12 graduate hours of the common administrative core courses for the administrative certificate, **or** currently do not hold a master's degree but are working towards a master's degree in mid-management and have completed all but 18 hours of this program;
- d. Have a minimum of three (3) years of creditable classroom teaching experience; and
- e. Have campus leadership experience
Examples include: team leader, department chair, instructional specialist, and counselor.

Persons meeting the above criteria, who are interested in making application for the administrative candidate pool, should complete an on-line application (www.pisd.edu, click on employment) and send the following information to the area assistant superintendents' office, attention Kathy Venslauskas.

- o Letter of interest;
- o Résumé; and
- o Recent transcript showing completed administrative course work.

All information will be kept on file for one (1) year in the area assistant superintendents' office. Applicants wishing to keep their file active must notify Kathy Venslauskas by August 1 of each year. Any questions should be directed to Kathy Venslauskas at 469-752-8105 or email Kathy.Venslauskas@pisd.edu.