

FREQUENTLY ASKED QUESTIONS FOR ADMINISTRATORS

1. What are the Standard certification requirements for administrator in Cypress-Fairbanks ISD?

Certification requirements are located on each administrative posting.

2. Are references needed before my application is considered complete?

Your application is considered complete once references are returned electronically via the applicant system. You must also have attached your transcripts (not applicable for current employees unless documents have not previously been added to personnel file), resume, and a minimum of 3 completed critical references (**must** be from your current supervisors).

3. I've completed my application and my references have been submitted electronically. What is the next step?

Your application will be reviewed by the appropriate administrator for the posting. Based on the needs of the district and completion of your application you **may** be invited to a screening interview.

4. Do the transcripts need to be official and sealed from the university?

College and university transcripts attached to the application may be unofficial copies. If recommended for a contract, the district will require an official (unsealed) college/university transcript within 45 days. (This does not apply to current CFISD employees).

5. May I contact the campus principals directly to inquire about vacancies?

You **SHOULD NOT** contact campus administrators to inquire about campus vacancies. After reviewing your file a campus administrator **may** contact you to discuss your application.

6. Where can I find a listing of administrative vacancies in Cypress-Fairbanks ISD?

Visit the C.F.I.S.D. website, click on Job Seekers, Career Opportunities, then Job Postings and Online Applications. Postings are displayed in the administrative section.

7. If I have previously applied/interviewed for an administrative position, do I need to reapply?

You must apply for each position you are interested in obtaining within the district. Please be sure to submit new references if the previous references are over 1 year ago and if your current supervisor(s) changed.

8. What do I need to do if I want to change information on my application?

Applicants have the capability to update their online application with their user identification and password at any time.

In order for your application to receive full consideration, it is important you provide all the information and specific documentation requested in the instructions.