Human Resource Department's Most Commonly Asked Questions

1. **How do I apply for a position in the Benton School District?**
   *Go to the Benton School District website (**http://www.bentonschools.org**) and go to the link for "JOBS." The online application is listed along with available job openings, application procedures, salaries, etc.*

2. **Are all applications online?**
   Yes!

3. **What do I do if I am having trouble submitting my application or any attachments?**
   Yes!

4. **When I apply for a position in the Benton School District, does this mean I automatically get an interview?**
   No, the principal or the supervisor over the vacant position will look at all the applications, screen them, and choose the ones he/she will interview.

5. **Can I apply for a certified position in the Benton School District if I am not fully certified?**
   Yes, but our willingness to interview/hire you would depend on the time it will take you to become certified in the area for which you are applying.

6. **If I have an out-of-state teaching license, how do I get reciprocity with the state of Arkansas?**
   Because each individual is different with what he/she may need for reciprocity, it is necessary that you call the Arkansas Department of Licensure and let them tell you your individual requirements for receiving an Arkansas license. (501) 682-4342

7. **Does the district have any incentives for staff going back to school to work on an advanced degree?**
   Yes, licensed employees can move forward on the range of the salary schedule. The ranges are as follows:
   Range 1—Bachelors; Range 2—Bachelors + 6; Range 3—Bachelors +12; Range 4—Bachelors + 18; Range 5—Bachelors + 24; Range 6—Bachelors + 30; Range 7—Masters; Range 8—Masters + 6; Range 9—Masters + 12; Range 10—Masters +18; Range 11—Masters + 24; Range 12—Masters + 30; Range 13—Doctorate
   Each step forward in range increases a teacher's salary by $453.00. This is referred to as an "education increment."

8. **Will the Benton School District hire "non-traditional" teachers?**
   The district's preference is to hire teachers with a standard license; but if a suitable applicant with a teacher's license is not available, non-traditional teachers will be interviewed.

9. **If I come to work for the Benton School District, do I receive credit for my years of service at a private school?**
   We give credit for those years ONLY if the private school were accredited by ANSAA (Arkansas Nonpublic School Accrediting Association) during the years you served in that private school.

10. **If I have completed a criminal background check for my current district, am I required to complete another one if I am hired with the Benton School District?**
Yes, licensed educators must complete a background check and child maltreatment check when changing employment, unless they have been done within the previous twelve (12) months. Licensed educators must also complete background checks upon every renewal including child maltreatment. This means every five years.
Classified employees also must complete a background check and child maltreatment check when they are hired or change employment.

11. **Can a licensed employee transfer in years of service from another state?**
Yes, as long as those years were spent at a state-accredited school district.

12. **When is Pay Day for employees of the Benton School District?**
*For licensed personnel or classified personnel paid monthly, payday shall be the 20th day in each calendar month. If the 20th day falls on Saturday or Sunday, payday shall be the Friday before the 20th. For classified employees who are paid bi-weekly, they will be paid according to the bi-weekly schedule distributed yearly. (For **new** employees to the district, licensed employees will receive their **first check** the last working day in August. Classified employees will be paid according to the bi-weekly schedule.)*

13. **What should a licensed or classified employee (already employed by the Benton School District) do if he/she is interested in moving to another building into a position for which he/she is qualified?**
The employee should fill out a Transfer Request Form (found on the Benton School District website under policies Section 3.76F) and send it to the Assistant Superintendent for Personnel/Administrative Services. The Assistant Superintendent will then send a copy to the building principal where there is an opening and to the requesting party's principal. In addition, the employee should go into the district website and update his/her application or fill out one if he/she does not have an application.

14. **Does the district pay any incentive to a teacher who becomes National Board Certified?**
Yes, the first contract year a teacher becomes National Board Certified, he/she will receive $2,000. For each year after the first year, he/she will receive $1,000 until the certification expires.

15. **What benefits does the district offer to its newly hired licensed employees?**
Each employee will receive one (1) day of sick leave for each month he/she works (10 days for teachers, 12 days for 12-month administrators, etc.), three (3) personal days each year that can accumulate to a total of five (5), ten (10) vacation days for 12-month employees, $229.76 per month toward health insurance premiums for each participating employee, individual dental insurance for each eligible employee, and a $10,000 basic life benefit at no cost to the employee.