

THE MISSOURI DISTRICT
THE LUTHERAN CHURCH – MISSOURI SYNOD
660 MASON RIDGE CENTER DRIVE, SUITE 100
SAINT LOUIS, MO 63131-8557
(314) 317-4567 FAX: (314) 317-4574

PROCEDURES FOR CALLING TEACHERS

1. Contact the Missouri District Office to be granted search rights on the Lutheran School Portal.
2. The Missouri District Office will send you a form to fill out identifying the position information needed (Complete a form for each position opening).
3. Upon receiving the information the Missouri District Office will grant search rights.
4. Schools do their own searches on the Portal. The District Office may recommend additional names to be included.
5. Do your own searches on the Portal:
 - A. Log-in to Portal
 - B. Search LEIF Database
 - C. Perform search
6. If a proposed teacher does not have current (LEIF) information, the district office will inform the teacher or the residing district to have the information updated.
7. Contact individuals to ascertain whether he/she is interested in being considered for your position.
8. Check references and ask for additional references.
9. The District Office will provide a list of possible interview questions, if requested.
10. Notify the District Office whenever a Call is extended and to whom.
11. Notify the District Office whenever a Call has been accepted or declined.