

EMPLOYMENT PRACTICES

DC
(REGULATION)

VACANCY NOTICES

Notice of a vacancy may contain:

1. A description of the job functions;
2. Criteria or credentials essential for qualification;
3. A list of dates for filing the application;
4. The effective employment date; and
5. The name of the person to contact for information.

Except as otherwise required, job vacancies must be posted for a minimum of five workdays. Vacancy notices will be posted on the District's website. However, postings and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by promoting a District employee.

RECRUITMENT

Vacancies will be open to all applicants, including employees in the District. District employees who apply and are eligible for a position will be considered with other applicants.

Applications will be submitted through the District's application system. Reasonable accommodations will be made for qualified persons with disabilities to ensure equal opportunity in the application process. Applications must not be made directly to the Board. [See DAA(LEGAL)]

PROCESS FOR
EMPLOYMENT OF
CONTRACTUAL
PERSONNEL

The employment process for professional, contractual personnel will be as follows:

1. Professionals seeking employment will submit completed applications along with complete college and certification credentials.
2. After the application screening process, the campus principal or hiring administrator will interview candidates and submit a hiring recommendation to the Superintendent or designee.
3. Prior to the Superintendent approving the applicant for hire or making a recommendation to the Board for employment, a thorough background check and validation of the applicant's education, experience, and other qualifications related to the position will be conducted. The background check and validation may include obtaining information from school and college officials, former employers, and placement offices and will include obtaining national criminal history record information (NCHRI) in accordance with law [see DBAA(LEGAL)] and making inquiries concerning competence and general character.

EMPLOYMENT PRACTICES

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PROCESS FOR
EMPLOYMENT OF
NONCONTRACTUAL
PERSONNEL

When a job vacancy occurs for a noncontractual staff position, current applications on file may be considered and screened for the best-qualified applicants.

Applications will remain active in the online application systems for two years. Interviews of applicants will be conducted by the hiring manager.

Consideration will be given to each applicant based on his or her ability to perform job duties, attendance record, dependability, past evaluations, experience, and other criteria that may be required.

A thorough background check will be conducted before a recommendation is submitted to the Superintendent, including checking employment references and obtaining NCHRI in accordance with the law [see DBAA(LEGAL)].

ADDITIONAL
REQUIREMENTS FOR
BUS DRIVERS AND
POSITIONS
REQUIRING CDL

Each person who applies to be a bus driver or who is required to transport students will additionally be subject to a review of traffic violations and validation of his or her driver's license and will be required to:

1. Sign a notice giving the District permission to obtain alcohol and drug-testing results from previous employers for two years prior to the date of application; and
2. Undergo a post-offer alcohol and drug test, in accordance with federal regulations and District policy.