



BOARD OF EDUCATION POLICY

HIRING

The technology center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of its educational programs, activities, recruitment, admissions, or employment practices. In order to ensure against discrimination, established procedures for advertising full-time employment vacancies have been developed. They are described below.

The technology center will advertise all job openings both internally and externally with the following exceptions:

1. When reorganization within the technology center creates new positions that can be filled through transfer of an existing qualified school employee.
2. When there is one or more qualified candidate employed by the technology center and the superintendent has concluded that the position should be filled through promotion or transfer of an existing employee. In this case, the position will be advertised internally only.

In both of the above instances, the superintendent may determine that although the school has individuals qualified for a vacancy, the technology center would be best served by seeking a broader applicant pool from which to fill the position.

When vacancies are advertised externally, the following procedure will be followed:

1. A notice of the vacancy will be placed in a newspaper of local circulation.
2. A notice will be posted on appropriate websites and job boards.

Upon receipt of the applications for an advertised position, a representative from the human resources office or hiring department will review the submissions to ensure that the applicants have met the stated qualifications. Interviews will be conducted to select the individual who is best matched to the responsibilities listed in the job description for each position vacancy.

The final decision regarding *recommendation* for employment is made by the superintendent. The superintendent will recommend one or more applicants to the board of education at the next regularly scheduled meeting. Notification will be made to all unsuccessful applicants.

The technology center is under no obligation to consider unsolicited applications. In the event the human resources office receives an application prior to posting a vacancy, a representative *may* contact the applicant and inform him or her that there are no openings currently available but that an opening *may* be available in the immediate future and encourage the applicant to check back with the district for opportunities.