

CHAPTER 6.00 – HUMAN RESOURCES

POSTING VACANT POSITIONS AND RECRUITMENT

6.12

- I. The Board shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
 - A. Job title
 - B. Required qualifications
 - C. Information on where to submit an application
 - D. Information on any deadlines for applying
 - E. Other relevant information
- II. In accordance with Attorney General Opinion 2002-069, November 21, 2001, the following are exceptions to posting vacancies:
 - A. There is no vacancy when two (2) teachers trade positions; and
 - B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.
- III. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen

CHAPTER 6.00 – HUMAN RESOURCES

(14) calendar days. If the vacancy is to be filled on a temporary emergency basis through an involuntary transfer within fifteen (15) days before or after the first day of school (Ala. Code § 16-24B-7), the notice must be posted at least seven (7) working days.

- IV. Nothing in this policy shall prohibit the immediate employment or transfer of personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.
- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.
- VI. The Superintendent shall establish and maintain a plan for actively recruiting promising personnel for employment by the Daleville City School System. The recruitment program may include, but shall not be limited to, the following:
 - A. Interview prospective employees prior to graduation at area colleges;
 - B. Mail applications when requested by prospective personnel;
 - C. Advertise and/or disseminate information about job vacancies; and,
 - D. Review files obtained by college placement bureaus and the Alabama State Department of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA

16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

16-12-16, 16-22-15, 16-24B-7

CHAPTER 6.00 – HUMAN RESOURCES

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

ADOPTED: October 18, 2006

REVISION DATE(S): January 20, 2010

FORMERLY: NEW