

ADMINISTRATIVE REGULATION

No. 302

Board of Trustees

Douglas County School District

CERTIFICATED STAFF

POSITION VACANCY AND SELECTION PROCEDURES

Vacancies: Positions will not be considered vacant until officially authorized by Personnel Services.

New Positions: New positions will not be authorized until approval to create or add a position has been granted by the Board of Trustees.

Reassignments: Reassignments within a school, if thought to be in the best interests of the District, may be made at the discretion of the Principal in concurrence with the Assistant Superintendent for Personnel Services prior to posting the resultant vacancy.

Transfers: Once a position has been posted, transfer requests from District personnel under regular contract will be given first consideration.

First consideration, however, does not mean that the teacher requesting the transfer is entitled to any more regard in meeting qualifications for the position than is to be given to any other applicant for the position. Nor does it mean that any principal is obligated to accept the transfer unless the transfer has been directed by the District Office.

All requests for transfer must be filed on the District Transfer Request form and must be received by Personnel Services no later than two weeks after the position has been posted.

The District shall reserve the right to fill a position as soon as possible when expediency is in the best interest of all concerned.

After transfer requests for vacant positions have been considered and acted upon, the District will then consider other applicants for the position.

Selection: All applications for available positions should be sent directly to Personnel Services. All inquires about vacancies should be directed to Personnel Services.

All applications for positions will be kept current in Personnel Services and filed by subject area.

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Principals with vacancies will select for interview only those candidates who have had their applications properly processed and filed in Personnel Services and will set up their own interview schedules. Applications are not to be taken from the Administrative Services Building unless properly checked out.

Once the Principal has determined a finalist(s) for a position, that individual must interview with the Assistant Superintendent for Personnel Services for approval before a recommendation to hire is presented to the Superintendent.

Should the vacancy be in the special services area (counselor or special education teacher), the Principal's finalist(s) must meet with the Director of Special Services for approval before a recommendation to interview is presented to the Assistant Superintendent for Personnel Services.

No appointment, recommendation, or nomination for hire shall be valid or final until approved by the Assistant Superintendent for Personnel Services, recommended by the Superintendent, and approved by the Board of Trustees.

General It shall be the duty of the Assistant Superintendent for Personnel Services to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

All candidates shall be considered on the basis of their merits, qualifications, and the needs of the District. In each instance, the Superintendent and others performing a role in the selection shall seek to hire the best-qualified person for the job.

See Policy related to this Administrative Regulation See also: Administrative Regulations [302\(a\)](#), [302\(b\)](#)

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