

POSTING AND ADVERTISING OF PROFESSIONAL/EXECUTIVE VACANCIES

All professional/executive level employees will be eligible to apply for any promotion, new position or any other position which becomes vacant or otherwise available within Colorado Springs School District 11 (the District).

Posting

Vacancies or openings will be posted for the attention of all employees, and the notice of vacancy will include:

1. Qualifications and requirements for the position
2. Duties of the position
3. Working conditions and physical demands
4. Salary range
5. Application procedures including the final date for submission of completed application forms

These vacancies may be filled in the following manner:

1. By transfer of employees with a similar position (lateral transfer), and then the resulting vacancy will be posted
2. With an employee in an identified succession planned role, and then the resulting vacancy will be posted
3. New employee hired through the interview process

Internal Candidates

District employees who apply for posted positions will be given full and equal consideration along with all other candidates. Internal candidates who meet the qualifications of the posted position will be granted an interview. The interview may consist of a phone screen interview or a face-to-face interview.

Nondiscrimination

The District is subject to the following laws: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and the Colorado Anti-Discrimination Act. Accordingly, the District is committed to prohibiting discrimination on the basis of disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, genetic information, or protected activity, in admissions, access to, treatment, or employment in the educational programs or activities which it operates.

All vacancies and positions referred to in this policy will be filled on the basis of fitness, qualifications and suitability for the specific vacancy or position. The Superintendent of Schools may recommend the placement of a candidate into a specific professional/executive level position after June 30th through February 1st of every school year in the event he or she deems it necessary to ensure adequate coverage within our schools and buildings.

Current practice codified 1980
Adopted: date of manual adoption
Revised March 30, 1988
Revised April 26, 1989
Revised March 1, 2001
Revised May 29, 2019

CROSS REF.: GCKB, Executive/Professional Employees Assignments and Transfers

CONTRACT REFS.: CSEA Master Agreement

LEGAL REFS.: C.R.S. 22-60.5-114 (3)
C.R.S. 22-60.5-201