

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 4111.3**  
Adopted: March 26, 2002  
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**PERSONNEL**

**Certificated Employee Hiring**

- I. The Superintendent shall complete the following procedures to fill vacancies or newly created positions:
  - A. Following completion of the recruitment and selection process in accordance with Board policies, and contractual agreements, the Superintendent shall place the name (s) of the potential employee(s) before the Board during a regular or special Board meeting.
  - B. The appointment of the candidate for an administrative or supervisory position shall be made following action taken by the Board authorizing such appointment.
  - C. The appointment of candidates for all other positions does not become final until the appropriate action has been taken by the Board.
  
- II. Employment Practices for After School Activities
  - A. Qualified certificated personnel shall be hired for after school activities sponsored by the District. In the event that qualified certificated personnel are not available within the District, temporary certificated personnel shall be hired from outside the District. In the event qualified certificated personnel are not available, qualified non-certificated temporary personnel may be hired.
  - B. Implementation of this policy would have to follow these steps in order to fulfill the requirements set forth in the policy.
    1. In hiring qualified personnel, teachers from the school where the program takes place should be given preference.
    2. If there are not sufficient certificated personnel available from the school where the activity takes place, the job would be posted on the bulletin boards throughout the schools in the District.

3. If sufficient certificated personnel are not available, then temporary certificated personnel shall be sought from outside the District by contacting the proper teacher placement agencies at the local colleges and county office level.
4. If sufficient certificated personnel are not available after following steps 13 then non-certificated temporary personnel may be hired.