

**Vacancy Notices**

Notices of vacancies may contain:

1. Criteria or credentials essential for qualification
2. Description of the job functions
3. Minimum hourly rate, daily salary, or annual salary
4. Number of days

Job vacancies shall be posted for a minimum of 10 workdays unless the vacancy had previously been posted within the past 90 days. Posting and further recruitment shall not be required in areas where the Superintendent or designee recommends filling a position by promoting a District employee.

**Recruitment**

Vacancies shall be open to all applicants, including employees of the District. District employees who apply and are eligible for promotion shall be considered with other applicants.

Applications shall be made online. Necessary accommodations shall be made to ensure equal opportunity in the application process.

**Requirements for  
Employment of  
Contractual  
Personnel**

The employment process for contractual personnel shall be as follows:

1. When a job vacancy occurs for a contractual position, the applicant seeking employment should complete an online application available at [www.ccisd.net](http://www.ccisd.net).
2. After the screening process, selected applicant may be invited for an interview by the Human Resources administrators and/or campus/department administrators.
3. A thorough investigation shall be made of the applicant's education, experience, SBEC certification, and other qualifiers related to the position. Inquiries will be made concerning competence, general character, and citizenship obtained from school and college officials, previous employers, and placement offices.
4. An official contract is issued to new employees only after confirmation of election by the Board.

**Requirements for  
Employment of  
Noncontractual  
Personnel**

The employment process for support personnel shall be as follows:

1. When a job vacancy occurs for a noncontractual position, the applicant seeking employment should complete an online application available at [www.ccisd.net](http://www.ccisd.net).

2. After the screening process, selected applicant may be invited for an interview by the Human Resources administrators and/or campus/department administrators.
3. A thorough investigation shall be made of the applicant's education, experience, SBEC certification, and other qualifiers related to the position. Inquiries will be made concerning competence, general character, and citizenship obtained from school and college officials, previous employers, and placement offices.

**Criminal History Records**

In order to obtain the criminal history records required of applicants, the following procedures are followed:

1. Applicants are notified by means of the District application that the District is required to obtain a criminal history record.
2. Once the application is complete, the criminal history form is maintained separately. Only authorized District personnel are able to access the form.

Human Resources administrators shall interpret the information received in criminal history checks. They shall be required to distinguish between arrests and convictions and consider only the conviction history relevant to the job applied for. CCISD does not share criminal history information with hiring administrators.

**Additional Requirements for Bus Drivers and Positions Requiring CDL**

Each person who applies to be a bus driver or who is required to transport students will additionally be subject to a review of traffic violations and validation of his or her driver's license and will be required to:

1. Sign a notice giving the District permission to obtain alcohol and drug-testing results from previous employers for two years prior to the date of application; and
2. Submit to drug and alcohol testing in accordance with Department of Transportation regulations and Board Policy DHE.