

Contractual Positions

All instructional and non-instructional contractual positions must be posted when vacant.

Exceptions to the posting requirements for contractual positions are:

1. Administrative transfers approved by the Assistant Superintendent of Human Resources.
2. Repeat postings of the same position.
3. Lateral administrative transfers approved by the Superintendent.
4. Changes in position title and compensation associated with department reorganization approved by the Superintendent.
5. If, during the school year, a teaching vacancy occurs, the position may be posted for fewer than ten school days if the vacancy is posted as soon as possible after the vacancy occurs.

Clerical/Technical Positions

Clerical or technical positions must be posted district-wide when new positions are established or positions are vacated.

Auxiliary Positions

All auxiliary positions must be posted district-wide when new positions are established or positions vacated.

Exceptions

Two situations may be excluded from posting requirements:

1. Lateral transfer that is deemed to be in the best interest of the District and has the approval of the Assistant Superintendent of Human Resources (i.e., lateral move of employee with same title and pay grade).
2. Lateral transfer within a school or within an auxiliary department.

Posting Procedures

All paraprofessional and/or auxiliary staff must serve in the same position for a minimum of six consecutive months prior to applying for another position. Exceptions may be considered when the other position is within the same department.

Posting time is a minimum of 10 workdays. Posting time may be extended upon request of the appropriate department administrator. Exceptions to the minimum posting times can be approved by the Assistant Superintendent of Human Resources.

All posting requests for new positions should be accompanied by an updated and complete job description.

Job descriptions for existing positions must be on file prior to posting action.

Postings will be distributed to online locations as appropriate.

Postings are advertised as needed and if requested by the department submitting the request. The cost of the advertisement in local newspapers is paid by the Human Resources Department. Lengthy or extraordinary advertising is paid by the requesting department.

Repeat and/or duplicate postings are not required. If not re-posted, only applicants who applied for initial posting or applicants identified in applicant database may be considered.

The requesting administrator is provided an electronic listing of all applicants who submit applications.

The requesting administrator determines his or her own interview schedule and contacts applicants he or she chooses to interview.

The requesting administrator shall review all the information (references, employment history, etc.) in the applicant's electronic file and submit a PAN recommending employment.

Final employment in a position will remain in a pending status until clearance on the criminal history record check, employment verification, applicable motor vehicle report, appropriate certification or licensing is received, and other applicable measures are taken.