

EMPLOYMENT PRACTICES

DC (REGULATION)

VACANCY NOTICES

Notice of a vacancy may contain:

1. A description of the job functions.
2. Criteria or credentials essential for qualification.
3. A list of dates for filing the application.
4. The name of the person to contact for information and interview.

Job vacancies must be posted for a minimum of 10 work days. Posting will be on the District's website. Posting and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by promoting a District employee to current district position.

RECRUITMENT

Vacancies will be open to all applicants, including employees in the District. District employees who apply and are eligible for a position will be considered with other applicants.

Applications will be directed to the Office of Human Resource Services as described in the vacancy posting. Reasonable accommodations will be made for qualified persons with disabilities to ensure equal opportunity in the application process. Applications must not be made directly to the Board.

PROCESS FOR EMPLOYMENT OF CONTRACTUAL PERSONNEL

The employment process for professional, contractual personnel will be as follows:

1. Professionals seeking employment will file completed applications as specified by the District and submit complete college and certification credentials.
2. After the screening process, principals will invite selected applicants for an interview.
3. Prior to the Superintendent making a recommendation to the Board for employment, a thorough investigation will be made of the applicant's education, experience, and other qualifications related to the position. Such investigation will include obtaining information from school and college officials, former employers, and/or placement offices, and making inquiries concerning competence, general character, and citizenship.

PROCESS FOR EMPLOYMENT OF NONCONTRACTUAL PERSONNEL

When a job vacancy occurs for a noncontractual staff position, current applications on file will be considered and screened for the best-qualified applicants.

Applications will be maintained in the office of the Human Resource Services. Interviews of applicants will be conducted by the appropriate campus or department hiring official.

Consideration will be given to each applicant based on the ability to perform job duties, attendance record, dependability, past evaluations, experience, and other criteria that may be required. The hiring official will recommend the

chosen applicant to the Superintendent or designee for approval or for recommendation to the Board, in accordance with DC (LOCAL).

CRIMINAL HISTORY RECORDS

To obtain the criminal history records of applicants, the following procedures will apply:

1. Applicants will be notified by means of an addendum to the application that the District is authorized to obtain a criminal history record on applicants it intends to employ.
2. Once the application and addendum are completed, the criminal history record information addendum will be detached and kept in a place separate from the application.

ADDITIONAL REQUIREMENTS FOR BUS DRIVERS

Each person who applies to be a bus driver will additionally 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.
2. Undergo preemployment drug testing, in accordance with federal regulations and District policy.

NOTE: Contact Human Resource Services for appropriate forms (i.e.: Personnel Recommendation form, Separation packet, substitute application, auxiliary application, etc.). The online teacher application may be accessed at www.midlandisd.net.

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