

## **POSTING OF POSITION OPENINGS**

The quality of the licensed and classified staff is of primary importance in achieving the District's educational objectives. In filling any licensed or classified position, the district will seek out and appoint the best qualified person available for the position.

The employment of candidates to fill licensed and classified positions will be approved by the Board upon the Superintendent's recommendation. The Superintendent/designee will employ all substitutes, casual, temporary, and part-time personnel as needed.

Notice of all regular job openings will be available to current staff members. Vacant positions will be posted in accordance with the applicable collective bargaining agreements. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and general or specialized media.

Applications or inquiries concerning job openings will be directed to the Human Resources Department. The selection process will be coordinated and supervised by the Executive Director of Human Resources, with the involvement of other appropriate administrators, supervisors and support personnel.

Personnel selected for employment will be notified by their administrator/supervisor. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the workweek and the length of the assignment. LCSD Board Policies BDD and GBBH will govern Board approval of employment. Unsuccessful applicants for a vacant position will be notified.

Initial assignments will be made by the Superintendent or their designee.

The Superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.