

VACANCY NOTICES

Notice of a vacancy may contain:

1. A description of the job functions.
2. Criteria or credentials essential for qualification.
4. Posting closing date for filing the application

Job vacancies must be posted for a minimum of 10 workdays. Postings will be in the principal's office, in the faculty area, and on the central office bulletin board. Postings and further recruitment will not be required in cases where the Superintendent or designee recommends filling a position by promoting a District employee.

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 submitted via the electronic application system on the District website. 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. [See DAA(LEGAL)]

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 using the online Application system on the District website and will upload complete college and certification credentials as requested.
2. After the screening process, Directors/ Principals will interview the candidates for positions on their campuses/departments and will report their choices to the Department of Human Resources.
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. The investigation may include obtaining information from school and college officials, former employers, and placement offices, and will include obtaining national criminal history record information (NCHRI) in accordance with the law [see DBAA(LEGAL)], and making inquiries concerning competence, general character, and citizenship.

When a job vacancy occurs for a non-contractual staff position, current applications on file through the on-line application system

PROCESS FOR
EMPLOYMENT OF
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will be considered and screened for the best-qualified applicants by the Principal or Director.

Interviews of applicants will be conducted by the Principal or Director.

Consideration will be given to each applicant based on his or her ability to perform job duties, attendance record, dependability, past evaluations, experience, and other criteria that may be required.

The Principal or Director will recommend the chosen applicant to the Department of Human Resources. After the Human Resources staff reviews the recommendation, the recommendation will then be forwarded to the Superintendent for approval in accordance with DC (LOCAL).

The Superintendent will ensure that criminal history record information (CHRI) is obtained and processed in accordance with DBAA (LEGAL).

ADDITIONAL
REQUIREMENTS FOR
BUS DRIVERS

Each person who applies to be a bus driver will additionally be required to:

1. Undergo preemployment drug testing, in accordance with federal regulations and District policy.