

EMPLOYMENT PRACTICES

DC  
(REGULATION)

**FILLING VACANCIES** The District's goal in filling vacancies will be to select the best qualified applicant. Human Resources personnel will assist supervisory personnel in selecting teachers, administrators, professionals, and support personnel. Formal and informal interviews, structured interviews, oral reference checks, written references, criminal record checks, timed and untimed tests, personnel inventories, and the like may all be used during the selection process.

Before a supervisory personnel staff member makes a final decision on whom to recommend to fill a vacancy, he or she must review qualifications, certification, references, and background information with the Human Resources professional who conducted the interviews and the employee search.

**FAMILIAL  
RELATIONSHIPS**

Supervisory personnel will not approve the selection, assignment, or reassignment to positions that are subject to their supervision or of any persons who are related to them (or to another supervisor in the supervisory chain of command who will be responsible for directly supervising, evaluating, or approving payroll payments for the person employed in such position). This restriction applies to spouses (including by common law or informal marriage), parents, children, siblings, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, and anyone who has a relationship by marriage (in-laws) or resides within the same household as the supervisor.

Any such familial relationships in existence will be reviewed on a case-by-case basis.

**CERTIFIED STAFF**

The District will fill vacancies in any administrative, supervisory, and counseling positions by selecting the best qualified applicants. Qualified current employees will be given consideration when staffing promotional positions. To be eligible for promotion, an individual must hold a master's degree and a certificate for the position desired or must be eligible to apply and receive the appropriate permit. Persons approved for temporary certificates must complete a minimum of six semester hours per year, with permanent certification completed within five years. However, persons approved for permits must complete one-third of course requirements or six semester hours, whichever is greater, with permanent certification completed within three years.

The Superintendent may waive any or all of the requirements of any administrative regulation and recommend the employment and/or assignment of a qualified individual, whether the individual is currently employed by the District or is from outside the District, when it is in the best interest of the District.

All existing vacancies for administrative promotional positions will be announced on the District Web site as they occur. Any persons wishing to be considered for one of the announced positions must notify the associate superintendent for Human Resources in writing prior to the announced deadline for accepting applications.

Any administrative vacancy may be filled by lateral transfer of personnel. The Superintendent will determine when lateral transfers are to be made. Such appointments will be reported to the Board as information only. If a vacancy exists after the lateral transfer is made, it will be announced on the District Web site if necessary.

Administrators who wish a lateral transfer should indicate their interest by completing a "Request for Transfer" form and submitting it to Human Resources with a copy to the division assistant superintendent.

As stated previously in this regulation, existing vacancies for administrative promotional positions will be posted on the District Web site as they occur. Anyone who wishes to be considered for one of the posted positions must submit a letter of application prior to the announced deadline for accepting applications. Late applications will not be accepted or considered. Applicants must meet the requirements as specified in the job description. A letter must be submitted for each position for which an individual applies.

Individuals who are neither certified nor meet permit requirements, or who may not meet other listed requirements, may not apply for advertised positions. Proper documentation needs to be provided to Human Resources verifying certification.

It will be the responsibility of the associate superintendent for Human Resources or his or her designee to separate and sort the applications by position. Designated staff will review the applications and the appropriate files to determine if each applicant is qualified, certified, and/or eligible for a permit and/or other requirements for the vacant position. Those applicants who do not meet the requirements will not be considered.

Every attempt should be made to see that the personnel committees referred to in the paragraphs that follow have minority and gender representation.

COUNSELOR

The position of counselor will be filled with individuals who meet the qualifications. The principal of the school with a vacant counseling position will select and recommend the individual to staff this position. The principal will receive input from staff and community

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	<p>members or from a committee that he or she will appoint. The division assistant superintendent will forward recommendations to the Superintendent.</p>
DIAGNOSTICIAN	<p>The position of diagnostician will be filled with individuals who meet the qualifications. A committee consisting of the division assistant superintendent and/or his or her designee and two or three others selected from administrative or supervisory positions from the division to form a committee of at least four persons will recommend appointments to the Superintendent.</p>
FACILITATOR / PROGRAM SPECIALIST (STAFF DEVELOPMENT)	<p>The position of facilitator/program specialist (staff development) will be filled with individuals who meet the qualifications. A committee consisting of the division assistant superintendent and/or his or her designee and two or three others selected from administrative or supervisory positions from the division to form a committee of at least four persons will recommend appointments to the Superintendent.</p>
ASSISTANT PRINCIPAL	<p>The position of assistant principal will be filled with an individual who meets the qualifications. The principal of a school with a vacant assistant principal position will select and recommend the individual to staff this position. The principal will receive input from a committee that consists of two parents (preferably not campus teachers), one community representative, two teachers (secondary schools—core area; elementary schools—grade level), one instructional specialist (instructional coach, counselor, librarian, non-core teacher, and the like), a division representative, and a Human Resources representative. The division assistant superintendent will forward recommendations to the Superintendent.</p>
PRINCIPAL	<p>A principalship will be filled with an individual who meets the qualifications. A committee consisting of two parents, one student (non-voting/secondary), one community representative, two principals (one vertical team principal/one other principal of same level as selection process), three teachers (secondary schools—core area; elementary schools—grade level), two instructional specialists (instructional coach, counselor, librarian, non-core teacher, and the like), a division representative, and a Human Resources representative will recommend three finalists to the division assistant superintendent. The division assistant superintendent will provide a recommendation to the Superintendent. The Superintendent will make a recommendation to the Board in accordance with District policy.</p>
<del>PRINCIPAL INSIGHT</del>	<del>All applicants for principal/assistant principal will be required to complete the Principal Insight Assessment.</del>

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DIRECTOR /  
ASSISTANT  
DIRECTOR

This position may be filled by a person already holding an administrative or supervisory position. A committee consisting of the executive director or division assistant superintendent of the division concerned, the associate superintendent for Human Resources and/or a designee, one director or assistant director, at least one administrative employee from the field, and one other selected from an administrative position will recommend appointments to the Superintendent. The Superintendent will make a recommendation to the Board in accordance with District policy.

EXECUTIVE  
DIRECTOR AND  
ABOVE

The positions of executive director and above are normally filled by a person already holding an administrative or supervisory position. The Superintendent, with input from the division assistant superintendent or other supervisory personnel, will make a recommendation to the Board in accordance with District policy.

FILLING VACANCIES

Procedures for selection of clerical personnel will be as follows:

CLERICAL  
PERSONNEL

1. Any clerical vacancy may be filled by a transfer of an employee on the same pay level as the vacant position, as long as the transfer is within the same department or campus, and as long as the number of days on duty for the vacant position is equal to or greater than the days on duty for the position from which the employee is being transferred.
2. All vacancies for promotional clerical positions will be announced on the District Web site. This announcement will include specific requirements for the job, such as the need to be bilingual, and the like.

All 221-day positions will be advertised regardless of pay level. For entry-level positions, employees who bid on the position and all qualified applicants can be considered for the position.

3. Entry-level clerical positions will be filled either with a qualified current employee who has a transfer request on file with Human Resources or with a qualified outside applicant. No letter of application is necessary for entry-level positions since all qualified applicants will be considered.
4. Promotional-level clerical positions will be filled by the best qualified applicant. Current clerical employees will be given consideration when they apply for any promotional-level position.

The responsibility of Human Resources is to provide the pool of qualified applicants from which the principal or other immediate supervisor must choose.

SUPPORT  
PERSONNEL

Procedures for filling vacant support positions are as follows:

1. When a job vacancy exists, a District employee will be given consideration for that position if the employee who applies has the necessary qualifications, skills, training, or experience required for the position. All such vacancies will be announced on the District Web site as they occur and will be filled by the director of support personnel with the concurrence of the unit head and immediate supervisor.
2. A person applying for a vacant position must submit a request in writing to the director for support personnel prior to the announced deadline.
3. The primary factors to be considered in filling a vacant support position will be whether an individual possesses the skills, training, experience, required certificates or licenses, and other qualifications required by the position that is to be filled, and the factors listed in Board policies DAB(LOCAL) and DC(LOCAL).
4. When an employee has bid on at least three different jobs and has not received any of the three, the employee has the option to request a conference with the director for support personnel to discuss the reason why the employee has been passed over for assignments for which the bid has been made.

FOOD SERVICE  
PERSONNEL

Procedures for filling vacancies for cafeteria managers are as follows:

1. Vacancies for positions as cafeteria managers are advertised on the District Web site. All qualified personnel desiring to apply for such vacancies will submit an application in writing to the associate superintendent for ~~H~~uman ~~R~~esources within the time limit specified.
2. In filling vacancies, consideration will be given to previous and present assignments, employee records, and length of time employed.
3. Assistant managers, when promoted, are promoted to manager positions. In the event there are no qualified applicants for a manager position, assistant managers may be considered for an initial promotion to manager.
4. The principal of the school will make the final selection.