

**Personnel Duties** The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

**Filling Vacancies** The Superintendent shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications. [See also DK(LOCAL) and DK(REGULATION)]

**Applications** All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.

[For information related to the evaluation of criminal history records, see DBAA.]

**Employment of Staff** The Superintendent has sole authority to make recommendations to the Board regarding the selection of personnel.

The Board delegates to the Superintendent final authority for the selection and employment of all employees, except for the selection and employment of employees in the following positions:

- Internal auditor,
- Administrative professionals in categories 108+ (i.e., director, executive director, **CHIEF HUMAN CAPITAL MANAGEMENT OFFICER** ~~associate superintendent~~, assistant superintendent, general counsel, etc.), and
- Campus leadership in categories 206+ (i.e., high school principals).

The Superintendent shall submit to the Board for its review and approval, the name and qualifications of the recommendation for positions 108+ (District administration) and 206+ (high school principals), to include a closed Board meeting session with the Superintendent to discuss the finalist for such position(s). [See DK(LOCAL) regarding assignment, reassignment, and transfer of personnel]

The authority delegated by the Board to the Superintendent regarding personnel matters shall be exercised by the Superintendent personally. All personnel appointments must be approved by the Superintendent. Individual central office divisions shall not have

**Employment  
Assistance  
Prohibited**

the authority to transfer personnel, offer contracts, adjust compensation or job titles, and/or terminate positions without the approval of the Superintendent.

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics.]

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