

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. Deadlines for interviews and the selection announcement.
5. The effective employment date.
6. The name of the person to contact for information and interview.

Job vacancies must be posted for a minimum of 10 workdays. Posting will be in the principal's office, in the faculty area, and on the central office bulletin board. Posting 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 addressed/directed to the Superintendent or designee either in person or by letter. 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 on forms furnished by the District and submit complete college and certification credentials.
2. After the screening process, the Superintendent or designee will invite selected applicants for initial interviews. Principals will interview the candidates recommended by the initial interviewer for positions on their campuses and will report their choices to the Superintendent or designee.
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 placement offices, conducting a criminal history record check, and making inquiries concerning competence, general character, and citizenship.

EMPLOYMENT PRACTICES

DC
(REGULATION)

PROCESS FOR
EMPLOYMENT OF
NONCONTRACTUAL
PERSONNEL

When a job vacancy occurs for a non-contractual 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 Director of Human Resources. Interviews of applicants will be conducted by Director of Human Resources, Staff Supervisors or designee(s).

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 Director of Human Resources will recommend the chosen applicant to the Superintendent 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.

An employee will be assigned to maintain the criminal history record information addenda, to conduct the criminal history record checks, and to interpret the information received. This employee is required to distinguish between arrests and convictions and to report to the interviewer only a conviction history relevant to the job for which the applicant has applied. The interviewer will be given access only to those convictions relevant to the job for which the applicant has applied and will not have access to the criminal history record information addendum.

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.