

301.00

RECRUITMENT

The District will attempt to employ the best qualified personnel for any position.

It is the responsibility of the Superintendent and of persons delegated by him/her to determine personnel needs and how to locate suitable candidates for employment. The candidate recommended to fill the position shall be the applicant who in the judgment of the Superintendent best meets the requirements of the position.

Both experienced and beginning employees will be considered for vacancies within the District.

During the school year, the Superintendent of Schools shall advertise and notify the President of the Teachers' Association or his/her designated representative, in writing, of any vacancy in a part-time or full-time teaching or administrative position, presently existing or newly created.

Such vacancy notice shall be posted on the copy room bulletin board for at least seven (7) working days after notice of the vacancy has been given, and before any applicant seeking the position shall be offered a contract by the Superintendent of Schools. During the months of July and August, the vacancy must be published in the official newspaper for at least seven (7) working days after notice of the vacancy has been given and before any applicant seeking the position shall be offered a contract by the Superintendent of Schools.

Vacancies posted shall state the specific requirements of the position available. Part-time vacancies shall state the number of hours or percentage of time the position requires.

Certified employees, who are interested in a vacancy, should contact the administrator and activate and/or update their application. At this time, in writing, they shall make known their intention and desire in regard to the existing vacancy. They will then be considered a candidate for the vacancy.

However, nothing contained herein shall be construed to indicate that the selection of a teacher to fill any assignment must be made from those who have indicated such an interest. The Superintendent will recommend to the Board of Education the candidate who, in his/her judgment, is the most qualified to fill the vacancy.

APPROVED: BOARD OF EDUCATION

DATE: June 14, 1988

REVISED: January 18, 1994

February 5, 2008

January 24, 2017