

VACANCIES AND PROMOTIONS

ALL NON-INSTRUCTIONAL SUPPORT STAFF VACANCIES, THAT OCCUR IN ANY POSITION IN THE COUNTY EITHER AT A SCHOOL OR A DISTRICT OFFICE SHALL BE ADVERTISED BY THE NON-INSTRUCTIONAL DEPARTMENT UNLESS THERE ARE EMPLOYEES ON THE LAYOFF LIST FOR THE TITLE OF THE POSITION. PERMANENT APPOINTMENT SHALL NOT BE MADE TO FILL SUCH A VACANCY UNTIL AFTER THE NOTICE OF VACANCY HAS BEEN POSTED FOR FIVE (5) WORKDAYS.

RULES

1. Notice of vacancies for Non-Instructional positions shall be furnished by the principal or department head to the Non-Instructional Staffing Department. The Non-Instructional Staffing Department shall be responsible for placing the vacancy on the existing vacancy list and appropriately posted throughout the school system.
2. Notices of all Non-Instructional job openings shall be posted for not less than five (5) working days as noted in the appropriate negotiated agreement.
3. Vacancy notices shall contain the following information:
 - a. The date the vacancy is posted
 - b. The closing date for interviews
 - c. Address, phone number, and name(s) of the supervisor(s)
 - d. A brief description of desired qualifications
4. A principal or department head shall be permitted to promote from within his/her school or department provided the position is advertised at that location.
5. Any qualified employee may apply for a vacancy in accordance with requirements and instructions outlined in the advertisement. Candidates may not be rejected because of age, color, handicap, national origin, marital status, race, religion or sex unless provided for by court order.
6. Applicants shall be screened on the basis of total experience, as noted on the resume, training and certification. A complete security clearance and reference check will be conducted for each candidate to be interviewed. Interviews may be limited to those individuals whose qualifications meet the specific job requirements.
7. Position requirements, which may be specified by Board policy or administrative regulations, must be adhered to carefully. Selections should not be finalized until the advertising period is closed and all eligible candidates have been considered. The beginning date of employment for the selected candidate must be subsequent to Board approval. Two persons may not hold the same position simultaneously.
8. All applicants shall be given reasonable opportunity to be considered before the vacancy is filled.
9. An applicant who has requested, and qualifies for, Veteran's Preference, is guaranteed an interview for any open position to which the individual applies and meets minimum qualifications.
9. Any employee interviewing for an opening shall be given time off with pay for the interview.
10. Vacancies shall not be permanently filled until the advertising period has elapsed and all applicants have been considered.
11. Professional courtesy requires that all candidates for advertised positions be advised when a decision has been reached.