

**POLICY RELATING TO PERSONNEL MANAGEMENT**

**PROMOTION, RECRUITMENT, AND SELECTION**

A qualified applicant shall be defined as one who fulfills all State and District requirements for the position.

Promotion - District employees shall be encouraged to apply for positions carrying greater responsibility and higher remuneration and shall be given due consideration by the District. All permanent full-time positions shall be posted and advertised as necessary to ensure that the District has an appropriate number of qualified applicants for each position. Postings shall conform with District policy and applicable collective bargaining agreements.

Recruitment - The District shall not rely solely on the initiative of applicants to fill vacancies, even in cases where applicants are plentiful, but shall instead energetically recruit applications from those who might not have applied otherwise.

Satisfactory execution of this policy requires that there are more applicants for each vacancy than can be employed and that some applicants for each vacancy learned of it through District recruitment activities.

Recruitment shall be directed both to those not currently employed by the District and to those currently employed by the District in other positions.

Selection - All qualified applicants shall be given due consideration as the District seeks to fill vacant positions. The applicant who the District concludes will provide the optimum combination of qualifications and cost shall be selected. As part of the filling of any vacancy, the District shall provide for adequate screening of the applicants by including staff, parental, and community involvement, where appropriate.

No person shall be selected for any vacancy until two or more qualified applicants have been interviewed, or three or more qualified applicants have been interviewed for a principal or assistant principal position. When a position becomes vacant during the school year or at a time that does not permit a timely search process to be completed before work needs to be performed in that position, the Superintendent may appoint an interim position holder. A formal search process must be completed for that position as soon as appropriate, but prior to the start of the next school year.

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