

EMPLOYMENT PRACTICES

DC
(LOCAL)

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.
POSTING VACANCIES	The Superintendent or designee 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.
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.
SELECTION AND EMPLOYMENT OF PERSONNEL	<p>The Board delegates to the Superintendent final authority to hire teachers, counselors, librarians, and nurses, as well as all noncontractual personnel.</p> <p>The Superintendent has sole authority to make recommendations to the Board regarding the employment of assistant superintendents, directors, principals, and assistant principals, or any teacher, counselor, librarian, nurse, or noncontractual person who is related to an assistant principal, principal, director, assistant superintendent, or the Superintendent.</p> <p>The Board retains final authority to hire persons for these positions. [See DCA, DCB, DCC, and DCE as appropriate]</p>
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.