

FILLING  
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. Current District employees are eligible to apply for any vacancy.

SELECTION OF  
DIRECTORS,  
EXECUTIVE  
DIRECTORS,  
PRINCIPALS,  
ADMINISTRATIVE  
ASSISTANTS, AND  
ASSISTANT  
SUPERINTENDENTS

When it is determined a vacancy does or will exist in a position for director, executive director, principal, administrative assistant, or assistant superintendent, the Superintendent shall:

1. Appoint a search committee comprised of:
  - a. The Superintendent and at least one other central office administrator.
  - b. Two principals.
  - c. Two teachers.
2. Charge the search committee to:
  - a. Establish the criteria and requirements for the vacant position based upon state requirements, Board policies, and local needs and establish a time limit within which the selection process shall be completed.
  - b. Advertise the vacancy within the educational community within the state or region where deemed advisable by the search committee.
  - c. Review all applications and evaluate the applications based on the criteria established by the search committee.
  - d. Select not less than two nor more than five persons for subsequent in-depth personal interview by the search committee.
  - e. Make necessary arrangements for the interview of the applicants selected for subsequent interview. The search committee may, at its discretion, invite other interested parties such as Board members, principals, and teachers to meet the candidates.
  - f. Obtain and evaluate recommendations obtained

by the search committee or furnished by the candidates.

- g. Recommend to the Superintendent one or more candidates for appointment to the vacant position.

The Board may modify this procedure prior to the commencement of the selection process for any vacancy subject to this procedure.

In the event of conflict between this policy, applicable law, or other accreditation requirements, this policy shall be construed in such manner as to conform with the law or other accreditation requirements.

#### EMPLOYING RELATED PERSONS

In all cases involving employment, fair and equitable practices shall be observed. Persons responsible for employment in the District shall avoid any act or practice that might be interpreted as preferential consideration shown to a relative.

After July 1, 2001, no person shall be employed, given assurance of employment, or recommended to the Board who is related by blood within the third degree, or by marriage within the second degree to any District employee serving in an administrative capacity as an ~~director~~, executive director, assistant/associate/deputy superintendent, or Superintendent.

**This same provision will apply to any potential candidate who is similarly related to a District employee serving in an administrative capacity as a Director if the position being sought is in the same division/department or is closely associated with the work of the Director. The Superintendent will make recommendation to the Board for those individuals who have been recommended for employment whose position is not in the same division/department of or whose work is not closely associated with that of the Director.**

If a current employee is promoted to one of the administrative positions listed above and has a relative employed by the District who is related by blood within the third degree, or by marriage within the second degree to a District employee, the employment of one of the two employees shall be discontinued on or before the beginning of the school year following the expiration of ten months from the date of promotion.

Additionally, if District employees marry during any school year, and one of the employees serves in an administrative capacity as an ~~director~~, executive director,

assistant/associate/deputy superintendent, or Superintendent, then the employment of either the administrator or spouse shall be discontinued on or before the beginning of the school year following the expiration of ten months from the date of marriage.

**APPLICATIONS**

All applicants shall complete the application form supplied by the District. Information in applications for contractual positions shall be verified before a contract is offered, and information in applications for noncontractual positions shall be verified before hiring or as soon as possible thereafter.

**SELECTION OF PERSONNEL**

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board may at their discretion reject the recommendation and call for new recommendations.

**CONTRACTUAL**

Final authority for selection and employment of classroom teachers, principals, librarians, nurses, counselors, and other certified contractual personnel shall be retained by the Board. [See (LEGAL) policies at DCA, DCB, and DCC as appropriate]

Final authority for the selection and employment of noncertified administrators and other noncertified professionals whose contracts are not governed by provisions of Education Code Chapter 21 shall be retained by the Board.

**OTHER PERSONNEL**

The Board delegates to the Superintendent final authority to hire noncontractual employees on an at-will basis. [See DCD(LOCAL)]

**CRIMINAL HISTORY RECORD**

The District may obtain criminal history record information on a person the District intends to employ. [See DC(LEGAL)]

**EXIT INTERVIEWS AND TERMINATION REPORTS**

An exit interview shall be conducted and a termination report prepared, if possible, for every employee who leaves employment with the District. These interviews shall be conducted in accordance with administrative procedures.

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