

## PROPOSED REVISIONS

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	<p>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.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
EMPLOYMENT OF CONTRACTUAL PERSONNEL	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>The Board retains final authority for employment of contractual personnel; <u>however, from June 1 to July 31 of each year, the Board delegates to the Superintendent the authority to employ teaching personnel if, during this time period, a special Board meeting would be required for the sole purpose of employment approval by the Board. The Superintendent shall inform the Board of any persons offered a contract under this policy prior to employment approval.</u></p>
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	<p>[See DCA, DCB, DCC, and DCE as appropriate]</p>
EXIT INTERVIEWS AND EXIT REPORTS	<p>The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]</p> <p>An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.</p>