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PERSONNEL DUTIES	The Superintendent or designee 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. <b>The District's advertising of employment opportunities for positions for which a certificate or license is required as provided by Education Code 21.003 will meet the requirements of SB387 and be in compliance with POSTING OF VACANCIES as defined in DEC (Legal).</b> Current District employees may apply for any vacancy for which they have appropriate qualifications.
INTERNAL TRANSFERS	<b>Certified and licensed professional instructional employees will be provided an opportunity to participate in a process for transferring to another school in the District.</b>
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.
CRIMINAL HISTORY RECORD	The District shall obtain criminal history record information on a person the District intends to employ.
EMPLOYMENT OF CONTRACTUAL PERSONNEL	The Superintendent has sole authority to make recommendations to the Board regarding the employment of contractual personnel. Final authority for employment of contractual personnel shall be retained by the Board. [See DCA, DCB, DCC, and DCE as appropriate]
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the Superintendent final authority to employ noncontractual employees on an at-will basis. [See DCD]
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.

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