

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 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.

[For information related to the evaluation of criminal history records, see DBAA.]

Selection and Employment

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. Furthermore, and subject to the authority retained by the Board, the Board grants the Superintendent the authority to hire, reorganize, or create positions within the budget approved by the Board.

Contractual
Personnel

The Board delegates to the Superintendent final authority to employ directors, assistant principals, teachers, librarians, nurses, and school counselors.

The Board retains final authority for selection and employment of the following positions (equivalent):

- Deputy Superintendent
- Associate superintendent;
- Chief human resources officer;
- Executive directors;
- Principals;
- ~~Noncertified administrators;~~
- ~~Other noncertified professionals who are administrators; and~~
- Personnel on contracts that are not governed by provisions of Education Code Chapter 21.

In order to allow the Board to make an informed decision on the Superintendent's recommendation, each recommendation submitted by the Superintendent to the Board for employment of a person

EMPLOYMENT PRACTICES

DC
(LOCAL)

to the positions ~~of associate superintendent, chief human resources officer, executive directors, and principals~~ **saforementioned** shall include a copy of the person's resume, application, recommendations from previous employers, college transcript, and work history. ~~The Superintendent shall provide the names and similar information for the top two finalists for any of these positions.~~

[See (LEGAL) policies at DCA, DCB, DCC, and DCE, as appropriate]

Noncontractual
Personnel

Note: For employment of a bus driver related to a Board member or the Superintendent, see DBE(LEGAL).

The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]

Temporary
Employees

The Board delegates to the Superintendent the authority to employ on a temporary basis, interim principals, interim assistant principals, and other interim certified contractual personnel when the person is being recommended to the Board for permanent employment and there is a current vacancy. The temporary employee shall be advised that such temporary employment is no guarantee of permanent employment.

**Drug and Alcohol
Screening**

Any offer of employment for positions that require the operation of a District vehicle or safety-sensitive equipment shall be conditioned on the applicant passing a District's alcohol and controlled substances test. The Superintendent shall develop testing procedures to conduct these pre-employment drug and alcohol screenings.

**Employment
Assistance
Prohibited**

No District employee shall assist another employee of the District or of any school district in obtaining a new job if the employee knows, or has probable cause to believe, that the other employee engaged in sexual misconduct regarding a minor or student in violation of the law. Routine transmission of an administrative or personnel file does not violate this prohibition. [See CJ for prohibitions relating to contractors and agents and DH(EXHIBIT) for the Educators' Code of Ethics]

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