

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	<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>
Hiring Authority	<p>The Board delegates to the Superintendent final authority to employ all personnel below the level of campus principal.</p> <p>The Board retains final authority for the employment of the following central administration personnel: assistant superintendents, executive directors, directors, chief financial officer, chief of police, head football coach, and executive assistant to the Board and Superintendent.</p> <p>The Board retains final authority for employment of all new principals, including those hired from outside the District and those promoted from within the District. The Superintendent is authorized to make lateral moves of principals within the District without Board approval.</p> <p>The Superintendent has sole authority to make personnel recommendations to the Board, where the Board retains final authority for employment. Once the Superintendent has identified a candidate for a position requiring Board approval, the candidate shall be introduced to the Board, and the Board shall be given an opportunity, but is not required, to question the candidate.</p> <p>[See DCA, DCB, DCD, and DCE as appropriate.]</p>
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.]