

Administrative Regulation

Certificated Employees: Recruitment, Promotions Within the District

Promotions will be made from the ranks of personnel within the system, provided they are the most qualified applicants. The overall intent will be to obtain the most suitable candidates wherever they may be located.

Announcements of all promotional vacancies shall be posted in a conspicuous place in each school. In most cases, at least two (2) weeks shall take place between the posting of the vacancy announcement and the closing of applications. All applications for the vacant position shall be in writing. Should a vacancy occur during the summer, effort will be made to notify those applicants who would be interested. It is the responsibility of the applicant to provide self-addressed, stamped envelopes.

Applications will be kept on file in the Office of Personnel Services for one year. When openings are announced, it is the responsibility of the applicant to reactivate and update the application. Qualifications, duties, and the rate of compensation for any position, shall be set forth on all announcements of vacancies.

A screening committee shall consider applications for promotional vacancy at the management level. The screening committee will submit names to the superintendent, who will make a recommendation to the Board of Education.

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