

Article IX.A.2.e.      Posting of Vacancies

A.      Statement of Policy

During the school year, listings of all full-time contract vacancies will be posted in the District office and placed in the District mail for all schools and departments at least five days prior to closing the vacancy to further applications. The vacancy lists will be posted on a bulletin Board or in some other appropriate place in each school or department. During July employees who work in the schools can check on vacancies by calling the personnel office.

Hourly vacancies, entry level vacancies and temporary vacancies will not be posted. Current employees who are interested in a "Career Change" and wish to be considered for an entry level position must submit, in writing to the Personnel Office, their desire to be considered for a specific entry level position. The written request must contain the specific position for which the employee desires to be considered and will be held on file in the Personnel Office for future reference. The written request must be updated by July 1 of each year. From time to time listings of entry level openings will be distributed so that current employees may be informed as to the types of entry level jobs that are available.