
Note: This local policy has been revised in accordance with the District's [innovation plan](#).¹

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

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.]

Employment of Contractual Personnel

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate.]

Temporary Placement

Between May 1 and September 30, the Board delegates to the Superintendent the authority to offer contracts to suitable candidates for classroom teaching positions who reasonably appear to meet all the criteria set out in Board policy or state law. All such contracts shall be subject to final approval by the Board, but such approval shall not be withheld unless:

1. The candidate for employment fails to return the contract and other required documents or perform other required tasks on a timely basis;
2. The candidate fails to fulfill any legal or other requirements of the contract;
3. A criminal history record check reveals information which, had it been known, would have affected the offer; or
4. District policy or state or federal law would otherwise prevent such employment.

Length of Contract

In accordance with the District's innovation plan, the District is exempt from the state law requiring a contract between the District

and an educator to be ten months and a minimum of 187 days of service. The required service days for a contract between the District and an educator shall be determined in accordance with the calendar set by the District, as indicated in the employee's contract.

**Employment of
Noncontractual
Personnel**

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

**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.]

¹ Innovation Plan:

https://www.jarrellisd.org/apps/pages/index.jsp?uREC_ID=81956&type=d&pREC_ID=1076690