

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 Special Positions	To employ a deputy superintendent, the Superintendent shall identify one candidate to present to the Board. At its discretion, the Board may choose to interview the applicant and then offer a contract or request that the Superintendent identify another candidate. This process shall continue until the Board approves an applicant. The residency of the candidate and/or involvement in the community may be used in the consideration of employment. The deputy superintendent, instructional leaders, chief financial officer, chief academic officer, chief technology official, and the executive directors who report directly to the Superintendent shall be encouraged to reside within the boundaries of the District.
All Other Professional Personnel	The Board delegates to the Superintendent final authority for the selection and employment of all professional personnel except as noted above at SPECIAL POSITIONS. [See DCA, DCB, DCC, and DCE as appropriate]
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.]