

<b>Personnel Duties</b>	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.
<b>Posting Vacancies</b>	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.
<b>Applications</b>	<p>All applicants shall complete the application form supplied by the District. Information in applications for contractual positions shall be verified before a contract is offered. Information in applications for noncontractual positions shall be verified before hiring. References will be checked prior to a job offer.</p> <p>[For information related to the evaluation of criminal history records, see DBAA.]</p>
<b>Employment of Contractual Personnel</b>	<p>The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.</p> <p>Final authority for selection and employment of classroom teachers, principals, assistant principals, librarians, nurses, counselors, and other personnel required to hold SBEC certification, and administrators at the director level or above who are not required to hold SBEC certification shall be retained by the Board. The Superintendent shall have authority to hire and terminate all other professional personnel. [See (LEGAL) policies at DCA, DCB, and DCC, as appropriate]</p> <p>Administrators at the coordinator level or above who are not required to hold SBEC certification for the position shall be employed under a term contract not governed by Education Code Chapter 21. [See DCE]</p>
<b>Employment of Noncontractual Personnel</b>	The Board delegates to the Superintendent and the Superintendent's designee final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
<b>Employment Assistance Prohibited</b>	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.]