

<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>	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.]
Relationship To District Administrators	An applicant for employment who is related to a District administrator within the second degree by blood or marriage, as defined in this policy, shall disclose the nature of the relationship during the application process. The District shall employ such an applicant only with Board approval.
<i>Definition</i>	For purposes of this policy, relatives within the second degree by blood or marriage shall be defined as: spouse, parent, parent-in-law, child, son-in-law, daughter-in-law, sibling, brother-in-law, or sister-in-law.
<b>Employment of Contractual Personnel</b>	The Board delegates to the Superintendent final authority to employ contractual personnel to serve on a teacher contract. The Board retains final authority for employment of all contracted administrative personnel. [See DCA, DCB, DCC, and DCE as appropriate]
<b>Employment of Noncontractual Personnel</b>	The Board delegates to the Superintendent 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.]