

RECRUITMENT AND SELECTION

When the Superintendent deems it necessary to recruit for a management position, the following procedures are established for selecting candidates to recommend to the Board of Trustees:

A. Announcement of Vacancy

The District will advertise vacancies by bulletin to employees and, when appropriate, to placement agencies.

B. Job Related Criteria

The job related criteria for each management vacancy will be developed through the appropriate personnel office. Input for developing the criteria will normally be sought from the various publics served and be reviewed by the Board of Trustee.

C. Application for Position

All personnel interested in applying for the position shall file an application with the appropriate personnel office.

All applicants for a certificated management position not presently employed in the District shall complete the following: (1) District application, (2) confidential personnel file from a college or professional association, (3) official transcripts of all college work, and (4) other information as required.

Applicants for a classified management position shall comply with the merit system regulations.

D. Screening Procedure

A screening procedure established by the superintendent will be used to screen all applicants for certificated positions. The selection of qualified candidates for classified management positions will be determined by merit system rules.

Employees of the District who apply for another in-district position will be considered along with candidates from outside the District in accordance with procedures outlined in District policy and/or merit system rules and regulations.

E. Appointment

Subsequent to a favorable review and recommendation the superintendent will recommend the appointment of all regular full-time and part-time management employees to the Governing Board. Selection will be based upon competence and job related criteria and will be in accordance with all pertinent rules and regulations of the Governing Board and the Personnel Commission, if applicable, and laws of the State of California including the rules and regulations adopted by the California Fair Employment Practices Commission.