

EMPLOYEE WELFARE

DC  
(REGULATION)

FILLING VACANCIES

The District's goal in filling vacancies shall be to select the best qualified applicant. Human Resources personnel shall assist administrators in selecting teachers, administrators, professionals, and support personnel. Formal and informal interviews, structured interviews, oral reference checks, written references, criminal record checks, timed and untimed tests, etc., may all be used during the selection process.

Administrators must ensure the candidate meets the minimum qualifications indicated in the job posting and job description before making a final decision on whom to recommend for employment. The administrator must review the certification, references, and background information with the Department of Human Resources.

FAMILIAL  
RELATIONSHIPS

Administrators shall not fill vacancies with individuals, whether applicants or current employees, who are related to them or to another site administrator and whom they would supervise.

This restriction applies to spouses, parents, children, siblings, grandparents, grandchildren, uncles, aunts, nephews, nieces, cousins, and anyone who has a relationship by marriage (in-laws) with the administrator.

Any administrative vacancy may be filled by lateral transfer of personnel. The Superintendent shall determine when lateral transfers are to be made. Administrators who wish a lateral transfer should indicate their interest by completing a "Request for Transfer" form and submitting it to the Department of Human Resources.

Anyone who wishes to be considered for one of the posted positions must submit an application prior to the announced deadline for accepting applications. Late applications will not be accepted or considered. Applicants must meet the requirements as specified in the job description. An application must be submitted for each position for which an individual applies. Individuals who are neither certified nor meet licensing requirements, or who may not meet other listed requirements, will not be considered for advertised positions. Proper documentation needs to be provided to the Department of Human Resources verifying certification upon recommendation of employment.

PRINCIPAL'S  
AUTHORITY

The principal of campus shall approve all teachers and staff appointments for the campus from a pool of applicants selected by the District or of applicants who meet the hiring requirements established by the District, based on criteria developed by the principal after informal consultation with the faculty. The Superintendent or designee has final placement authority for a teacher

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transferred because of enrollment shifts or program changes.  
Education Code 11.202; Atty. Gen. Op. DM-27 (1991)

POSTING FOR  
VACANCY/NEW  
POSITION

A principal or supervisor must initiate a Personnel Action Form (PAF) online to fill a vacancy. A Personnel Action Form (PAF) is required in order for a vacancy on any position to be posted by the Department of Human Resources. Any exceptions to this rule must be approved by the Superintendent or designee.

If the position is a new position, a Request for New Position Form must be completed and submitted to the Department of Human Resources. The new position must be approved by the Superintendent's cabinet before the PAF is approved.

Upon approval, the position will be posted in accordance with District policy and State law.

CAMPUS/  
DEPARTMENT  
INTERVIEWS

Principals or supervisors shall screen employment applications and ensure that all candidates selected for an interview meet all the minimum qualifications established by the District.

The interview committee at the campus or department shall be determined by the Principal or supervisor and shall consist of no less than three (3) of the following categories:

- Principal or supervisor
- Assistant Principal or a member of the administrative team
- Members of the Campus Improvement Team  
One or two parents
- One or two community members
- Any other committee member the principal or supervisor deems appropriate

In advancing the District's goal of promoting public trust and confidence by engaging our parent and community stakeholders, principals and supervisors should make every effort to include parents and members of the community as much as possible.

A minimum of three (3) qualified candidates must be interviewed prior to making a recommendation to HR.

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JOB FAIRS

Principals may make a recommendation for any teaching vacancy the candidate qualifies for: the candidate shall be hired as a temporary teacher/substitute teacher. The Director of Human Resources will provide a letter of intent to employ at the time the recommendation is submitted. Once the minimum qualifications are met and all other requirements fulfilled, the Department of Human Resources will offer a teacher contract

REQUIRED DOCUMENTS

The principal or supervisors shall submit the following documentation to the Department of Human Resources for each recommendation:

- Telephone Reference
- Personnel Action Form (PAF) recommending the applicant
- Interview Schedule Form
- Final Ranking Form

REFERENCE CHECK

Three (3) telephone reference checks are required for each recommended candidate if the candidate is from outside the District. One (1) telephone reference if the candidate is in-district.

ADMINISTRATIVE POSITIONS

Procedures for hiring administrative positions 105 and above, and Assistant Directors are as follows:

INTERVIEW COMMITTEE MEMBERS/INITIAL INTERVIEW

The Superintendent shall approve a list of members of the initial interview committee and shall name a chairperson.

The initial interview committee may consist of the following:

- An Assistant Superintendent or a member of the Superintendent's Cabinet
- One or two parents
- One or two teachers
- Three administrators representing various campuses and feeder patterns
- Community members
- A member of the Technology Department
- Any other committee member the Superintendent deems appropriate

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EXCLUSIONS

Exclusions to the initial interview committee shall include:

- Immediate Supervisor
- Assistant Superintendent or a member of the Superintendent's cabinet with supervisory authority over the immediate supervisor for the position being considered
- A member of the applicant's own family who is related by blood or marriage
- A member of the committee who has written a letter of recommendation for a person scheduled to be interviewed for the current position.

INTERVIEW  
PROCESS  
PROCEDURES

Every effort must be made to advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates.

An HR Director will serve as the facilitator of the interview process and shall adhere to the following protocol:

Schedule the interview committee members to attend an orientation 30-45 minutes before the interview is scheduled to commence.

The interview orientation shall include:

- Confidentiality agreement
- Exclusion to interview committee membership
- List of applicants
- Interview schedule
- Forced ranking sheet
- List of questions and response scoring information
- Procedures for questions and note taking
- Review anti-discrimination policies DAA(LEGAL) and EEO Guidelines for Interviewing Applicants

DETERMINING  
FINALISTS

Promotions shall be made from the most competent and qualified candidates. Promotion decisions shall be based on a combination of qualifications, competencies, and other attributes that will best meet the needs of the students of the District.

Promotion into available positions shall not be limited to current employees; however, when all considerations are equal, preference shall be given to District employees.

The top candidates shall be selected by the committee by consensus according to DC (Local).

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FINALIST  
INTERVIEW

At his or her discretion, the Superintendent and/or respective Assistant Superintendent or a member of the Superintendent's Cabinet and/or immediate supervisor shall interview the top candidates prior to making a recommendation to the Board.

After interviewing the top candidates, the Superintendent may:

- Redirect the committee to propose additional candidates,
- Present to the Board a list of finalists, or
- Recommend a first choice to the Board for approval.

CURRENT  
EMPLOYEES IN  
SAME  
ADMINISTRATIVE  
CAPACITY

Employees in the same administrative professional capacity, pay grade and certification do not need to attend the initial interview. However, they must submit a letter of interest to the Superintendent or designee to be considered. The letter of interest shall be presented for consideration to the Superintendent along with the top candidates selected by the interviewing committee.

EMPLOYMENT  
AUTHORITY  
DC(LOCAL)

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel, assign or reassign administrators when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the District.

The Board retains final authority for employment of contractual personnel.

The Board delegates to the Superintendent final authority to employ non-contractual employees on an at-will basis.

Approved:

Jose Espinoza Ed. D., Superintendent

October 16, 2019

Board Committee Review:

November 12, 2019