

REGIONAL SCHOOL UNIT NO. 18

File: GCEC

POSTING OF PROFESSIONAL STAFF VACANCIES

The Superintendent or his/her designee shall assume responsibility for assuring that all job openings are made known to the staff in line with Board policy. The following procedures will be observed.

1. Posted and other notices of job openings shall include:
 - a. Qualifications
 - b. A summary of job responsibilities and duties (or a complete job description where this is available)
 - c. Terms of employment (such as salary basis, work schedule)
 - d. Date duties start
 - e. Deadline for applications
2. The notice shall be posted in the faculty room or area of every school building (with the exception noted below) and in the Central Office ordinarily for at least 10 days prior to the deadline for applications.
3. When vacancies occur during the summer, the notice shall be posted in the Central Office. Additionally, any employee who desires to be informed of any particular type of vacancy which may occur during the summer shall be informed by mail if he/she so requests.
4. The notice shall be mailed to the president of the professional staff negotiating units(s).

Date of Adoption: July 15, 2009