

## **HIRING**

The technology center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in the operation of its educational programs, activities, recruitment, admissions, or employment practices. In order to ensure against discrimination, established procedures for advertising full-time employment vacancies have been developed. They are described below.

The technology center will advertise all job openings both internally and externally. ~~with the following exceptions:~~

- ~~1. When reorganization within the technology center creates new positions that can be filled through transfer of an existing qualified school employee.~~
- ~~2. When there is one or more qualified candidate employed by the technology center and the superintendent has concluded that the position should be filled through promotion or transfer of an existing employee. In this case, the position will be advertised internally only.~~

~~In both of the above instances, the superintendent may determine that although the school has individuals qualified for a vacancy, the technology center would be best served by seeking a broader applicant pool from which to fill the position.~~

Positions will be posted internally for a minimum of four (4) days, and shared with staff through email.

When a vacancy occurs within six (6) months after a similar type position has been advertised, and a notice of vacancy has been posted in-house for four (4) days and no applicant from the present staff is hired for the position, then a roster of applicants will be developed from current applications on file, and those who applied when the similar open position was advertised.

When vacancies are advertised externally, the following procedure will be followed:

1. Certified personnel:
  - A. A notice of the vacancy will be placed in newspapers of local circulation for a minimum of 7 days.
  - B. A notice will be posted electronically on the school's website and social media platforms for a minimum of 7 days.
2. Support personnel:
  - A. A notice of the vacancy will be placed in newspapers of local circulation for a minimum of 7 days.

- B. A notice will be posted electronically on the school's website and social media platforms for a minimum of 7 days.

Upon receipt of the applications for an advertised position, the superintendent or superintendent's designee will review the submissions to ensure that the applicants have met the stated qualifications. Interviews will be conducted to select the individual who is best matched to the responsibilities listed in the job description for each position vacancy.

The final decision regarding *recommendation* for employment is made by the superintendent. The superintendent will recommend one or more applicants to the board of education at the next regularly scheduled meeting.

Notification will be made to all unsuccessful applicants.

The technology center is under no obligation to consider unsolicited applications. In the event the superintendent receives an application prior to posting a vacancy he or she *may* contact the applicant and inform him or her that there are no openings currently available but that an opening *may* be available in the immediate future and encourage the applicant to check back with the district for opportunities.