

Mendocino Unified School District

Administrative Regulation 4111
Reviewed by Board 1/17/85

Personnel Certificated/Classified

Vacancies/Hiring

Notification of Vacancies: When an existing position becomes vacant or is expected to become vacant, or when there is probable need for a new position, the supervisor or principal involved will immediately furnish all relevant information to the District Office, including:

1. Title or description of position. If new, a tentative job description.
2. Time factors: whether vacancy is immediate or anticipated, and date of probable need, if future.
3. Any other information that might assist recruitment or planning.

Confirmation/Cancellation. When an anticipated vacancy is either confirmed or canceled, or a tentative date of need becomes definite, the supervisor or principal involved will immediately notify the District Office.

Posting, Advertising, Hiring: When a vacancy is confirmed and the date of need known, the Personnel Coordinator will initiate appropriate posting and advertising procedures. If special recruitment is indicated by Affirmative Action or Title IX personnel goals, it will be so noted.

In filling positions below the administrator level, the site administrator or supervisor is responsible for establishing a screening committee, conducting interviews, notifying unsuccessful candidates, and submitting an employment recommendation to the Superintendent.

Positions Which Will Normally Not be Posted: It is understood that, assuming like qualifications, extra

Legal References: Education Code

- 44066 Limitations on certification requirements
- 44259 Teaching credential; exception; designated subjects; minimum requirements
- 44830 Employment restricted to persons possessing prescribed qualifications;
public policy of state against discrimination based on basis of race, etc.
- 44830.5 Assignment of certificated employees to district, ethnic ratio
- 44858 Age/marital status in employment positions requiring certification qualifications
- 44859 Prohibition against certain rules and regulations re residency

California Administrative Code, Title V

30-31 Affirmative action employment

Labor Code: 1420 Unlawful employment practices

Title VII, Civil Rights Act as amended by Title IX, Equal Employment Opportunity Act

duty or hourly assignments will be distributed as equitably as possible

1. Consultants who work for an indeterminate amount of time, i.e., mini courses.
2. Long-term substitutes.
3. Coaching or extra duty assignments.
4. Hourly positions for staff development or curriculum work.

*Note: When a vacancy occurs in a position classified as "temporary" because it is replacing a person on leave, it is not necessary to post the vacancy.

Positions Which Will be Posted: Regular, part-time, or full-time positions. These will normally be positions which have been established in the budget (or by Board action if subsequent to the adoption of the budget) and which are likely to be continued for the next school year.

Recruitment and Selection: Each candidate will

1. Submit all official college transcripts relevant to the application.
2. Submit a record of teaching and other work experience to the personnel office. Beginning salary will be based on years of creditable service as well as training. District credit will be given for up to five years experience in public school service.
3. Appear for a personal interview. Candidates will rarely be considered if an interview is not possible and, in many cases, a visit to the candidate's school for an on-site observation will be arranged.
4. Submit evidence of meeting the certification requirements of the State for the position.