

# ADMINISTRATIVE REGULATION

No. 402

## Board of Trustees Douglas County School District

**CLASSIFIED STAFF**

### POSITION VACANCY AND SELECTION PROCEDURES

Vacancies: Positions will not be considered vacant until officially authorized by Personnel Services.

New Positions: New positions will not be authorized until approval to create or add a position has been granted by the Board of Trustees.

Reassignments/Transfers: Reassignments or transfers within a classification, if thought to be in the best interests of the District, may be made at the discretion of the supervisor after consultation with the principals involved and with concurrence of the Assistant Superintendent for Personnel Services prior to posting the resultant vacancy.

Selection: All applications for available positions should be sent directly to Personnel Services. All inquiries about vacancies should be directed to Personnel Services.

All applications for positions will be kept current in Personnel Services and filed by classification.

Supervisors with vacancies will select for interview only those candidates who have had their applications properly processed and filed in Personnel Services. Health services finalist(s) must meet with the Director of Special Services for approval before a recommendation to hire is presented to the Assistant Superintendent for Personnel Services.

Once the supervisor has decided on a finalist(s) for a position, the Assistant Superintendent for Personnel Services will review the merits of that finalist(s) and, upon concurrence with the supervisor's recommendation, present the recommendation to the Superintendent for further consideration.

No appointment, recommendation, or nomination for hire shall be valid or final until approved by the Assistant Superintendent for Personnel Services, recommended by the Superintendent, and approved by the Board of Trustees.

General: It shall be the duty of the Assistant Superintendent for Personnel Services to see that persons nominated for employment in the schools shall

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meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

All candidates shall be considered on the basis of their merits, qualifications, and the needs of the District. In each instance, the Superintendent and others performing a role in the selection shall seek to hire the best-qualified person for the job.

[See Policy related to this Administrative Regulation](#)

Revised 07/90