

**ADOPTED: November 15, 1984**  
**REVISED: September 8, 1988**  
**REVIEWED: November 21, 2002**

**POSTING OF PROFESSIONAL STAFF VACANCIES**

The Superintendent of his/her designee shall assume responsibility for assuring that all job openings are made known to the staff. The following procedures will be observed:

- A. Posted and other notices of job openings shall include:
  - 1. Position title and location;
  - 2. Work schedule (full-time, part-time); and
  - 3. Deadline for applications
- B. The notice shall be posted in the faculty room or area of every school building and in the central office for at least 10 days prior to the deadline for applications;
- C. When vacancies occur during the summer, the notice shall be posted in the central office; and
- D. All notices shall be mailed to the President of the Professional Education Association.