

HIRING POLICY - EXTRA CURRICULAR POSITIONS

1. Vacancies will be posted in all buildings.
2. Vacancies to be filled by other than system transfers will be advertised in the press.
3. A copy of the vacancy notice will be forwarded to the appropriate association/union president.
4. Vacancies, which are not filled by system transfers, will be filled as follows: The extra curricular supervisor will interview candidates and recommend two or three finalist to the superintendent. The superintendent will not select the candidate to fill the position. The superintendent will discuss the finalists with the extra curricular supervisor, and the extra curricular supervisor will then recommend a finalist. The superintendent retains his/her right to veto the recommended candidate. The extra curricular supervisor will continue to submit a candidate until the superintendent agrees to appoint.
5. Local highly qualified candidates will be interviewed. A "highly qualified" candidate is someone who has a proper education and is fully (not provisionally or temporarily) certified by the state or is in the process of obtaining that certificate.
6. The use of political, social, or other pressures automatically disqualifies the applicant for the position from any further consideration.

A vacancy will be declared at least six (6) weeks prior to the beginning of the next season and/or school year if and when:

- a) The incumbent coach, advisor, etc. declines to be considered for the posted position.
- b) The responsible supervisor declares the position open.