

## Posting Policies

DCSD is an Equal Opportunity Employer!

One of the ways that we honor this is by soliciting interest for open positions. It provides candidates (internal and external) to be considered for opportunities and advancement. We will always hire the best candidate for the job, but we can ensure that all interested applicants are considered.

Postings occur where an employee will have a change in:

- Location (except in the case of Mental Health professionals, certain SPED, ESL, Reading Recovery, or nurse roles),
- Job (Content area, or type of work)
- FTE of >.2,
- or any addition to current assignment

Posting policies vary based on time of year with organizational need. For Licensed employees:

- Mid Jan – Mid March: Licensed positions are normally not posted and throughout the remainder of the year would be filled with long term subs
- Mid March – Mid May: Staffing Season requires Licensed positions to be presented to internal candidates first
- June 1: Internal transfers for the following school year end, and commitments to the current school are solidified
- June 1 – Jan 1: External hires are sought to fill Licensed roles.

For Classified, Admin, Pro, Tech employees the process is more fluid. Positions are posted throughout the year and filled with internal or external candidates as needed.

- All positions are posted where employees will change location, job, FTE of more than .2, or where any addition to current assignment is to occur
- Some positions may not be posted if the change is considered a growth of current role (IT Tech I to IT Tech II)