SUBJECT: **PROFESSIONAL STAFF RECRUITING/POSTING OF VACANCIES**

Supersedes: GCC, GCCA, updated 4/6/91
Effective: March 12, 2009
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Approved by: Detroit Board of Education

1.0 Policy

Recruitment programs will be based on projected needs approved by the Board following their submission by schools and other units through the various office and division heads to the General Superintendent.

The basic concepts of nondiscrimination and as prescribed by the Board and negotiated agreements, will be observed in the process of recruiting. Current needs and budget limitations will be factors governing the extent of travel for recruitment.

Applications will be received from any qualified person wishing to apply.

The Department of Human Resources will be responsible for recruiting. Other designated administrators may assist in interviewing candidates and making recommendations subject to approval by the Department of Human Resources.

Job vacancies and the opening of eligibility pool/lists will be appropriately announced, and information about the position posted for the benefit of present staff and those seeking other positions within the school system or promotions to supervisory or administrative jobs.

Attachments to Policy 7.23: None

Legal References: None

Labor Contract References: DFT
OSAS