

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

**Supersedes:**                GDC/GDCA  
**Effective:**                    January 8, 2009  
**Page:**                            1 of 1  
**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 offices and divisions to the General Superintendent.

The basic concepts of nondiscrimination and balanced staff and negotiated agreements will be observed in the process of recruiting.

Applications will be received from any qualified person wishing to apply. Job seekers will be permitted to read job descriptions.

The Department of Human Resources will be responsible for recruiting. Designated administrators with other offices, departments, and units may assist in interviewing candidates and accepting applications, subject to procedures established by the Department of Human Resources. Eligibility pool/lists will be maintained for certain positions.

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.

In recruiting applicants for positions, the Department of Human Resources will particularly seek those who have had job training in the vocational and technical programs of the Detroit public schools.

**Attachments to Policy 7.43:**                None

**Legal References:**                None

**Labor Contract References:**                All agreements have sections that touch to some degree on recruitment.