

Posting of Vacancies Policy

Code: **GDCA**

Amity School District 4J

Adopted: 2/8/89 Revised/Readopted: 12/9/92, 2/9/11

Posting of Vacancies

Classified vacancies will be posted at least five working days prior to closing the application period. All postings will be provided in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

An exception may be made to the timelines of this policy by the superintendent when in-district transfers directly affect the student's instructional program.

Current employees within the district will be given an opportunity to apply for a classified vacancy or to request an in-district transfer. The superintendent will determine the qualifications for the position and will have the final choice on who will fill the position. Any employee making a written application and not being selected will be notified within ten days after the selection is finalized by the superintendent. Normally, classified vacancies will be posted within the district prior to being posted for the general public, however the process may proceed simultaneously.

The posting will state the position title, hours, pay, position description and place where the job is to be performed. In addition, all postings will notify applicants that equal employment opportunity and treatment shall be practiced by the district. The employer's duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice will be clearly stated.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2006); 28 CFR Part 35 (2006). The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212. Title II of the Genetic Information Nondiscrimination Act of 2008. Section 503 of the Rehabilitation Act of 1973.