



Recruiting - AR 2.6(c)(2)

Purpose

City Schools of Decatur is dedicated to ensuring that the district attracts and retains employees that reflect the diversity of our nation.

Effective Recruitment

All recruiting activities are to be managed by the Staff Support Department. The recruitment and selection of personnel shall be conducted in such a manner as to ensure nondiscrimination on the basis of age, race, creed, color, national origin, sex, gender, pregnancy, sexual orientation, marital status, religion, veteran status, gender identity, disability, or any other protected category by an administrator, supervisor, other employee, vendor, visitor, or other individual

Recruiting Events

The Executive Director of Staff Support and the Staff Support Team will sponsor and/or identify appropriate staff to attend recruiting events aimed at attracting a diverse pool of candidates. Any events sponsored by the Staff Support area are to be advertised and communicated in a manner that would encourage applicants from underrepresented groups.

The Director of Community and Government Relations, in collaboration with the Executive Director of Staff Support, shall provide marketing materials to be used at recruiting events. These materials shall reflect the District's efforts to recruit a diverse group of candidates and effectively present the values and merits of City Schools of Decatur to prospective candidates.

Posting of Vacancies

All vacant positions, with the exception of the internal posting processes described below and Superintendent transfers described herein, are to be advertised by a posting on the school district website and posted on appropriate job boards. The Executive Director of Staff Support shall establish an internal posting process for vacant positions identified during the annual intent to return survey such that those individuals currently employed by the District may have an opportunity to be considered for transfer. In the event of new school openings, or the need for the district to realign employees due to budgetary, enrollment, or other reasons, the Executive Director of Staff Support and other administrators designated by the Superintendent, will establish and communicate



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the staffing plan and selection criteria to be used and such plan shall include an expression of interest process for potentially impacted employees. If the internal expression of interest process results in a candidate not being identified, the position will be posted externally. The established internal posting process shall be utilized each year for open subsequent academic year openings that have been identified through the contract issue/intent to return activities managed by Staff Support.

In operating the most effective and efficient school system possible, the Superintendent may transfer or assign personnel into positions that best meet the needs of the District. Positions that are filled through transfers or lateral reassignments shall not be considered vacant within the meaning of this regulation and shall not be subject to the announcement, advertisement, or any other provision of this regulation.

All Internal expression of interest postings will communicate the timeline for applying.

Accepting Applications

Applicants must submit their application for posted positions to the District using its online application process. With the exception of administrative positions which will be posted on the District's online applicant tracking application, staff members must submit internal applications through the internal expressions of interest process established by the Staff Support Department. If accommodations are needed in order for an applicant to submit an application, the applicant must contact Staff Support to communicate the necessary accommodation, and Staff Support will take appropriate steps to accommodate the applicant.

Questions about this regulation should be directed to the Executive Director of Staff Support.

Related Board Policy: 2.6(c)(2)

Public Review and Feedback: 11/14/18 - 12/14/18

Approved by Cabinet: 1/14/19