

Downey Unified School District

CERTIFICATED PERSONNEL

APPOINTMENT

AR 4112

Employment of candidates for certificated vacancies will be approved by the Board of Education upon recommendation of the Superintendent.

As far as possible, the following routine steps shall be followed:

1. If a certificated applicant is offered a position, he/she will be notified by the Personnel Office of the Superintendent's intention to recommend the candidate to the Board of Education for employment, and requested to indicate acceptance of the position.
2. For all supervisory and administrative positions the Superintendent shall review the list of candidates submitted for final consideration and select the best qualified candidates for presentation to the Board of Education along with his/her nomination for the position.
3. Upon action and approval by the Board of Education, the successful candidate shall be notified and a contract forwarded for his/her signature, together with information regarding his/her assignment.
4. All certificated personnel will be issued an initial contract, and employment thereafter will be continued until subsequent action is taken by the Board of Education. Certificated personnel are automatically under contract if not notified otherwise by March 15. A notice of employment setting forth class and step will be sent to each employee after March 15.

The District shall not recommend for employment any person when a conflict of interest may exist.