

Downey Unified School District

CERTIFICATED PERSONNEL

ADMINISTRATIVE POSITIONS

MAR 4110

Subject to some variation depending upon the position to be filled, the time of the year, and the urgency of the situation, the following routine procedure will be followed:

1. Notice of vacancies shall be given to District certificated personnel by publication of vacancy notices to be posted in each school. If candidates outside the District are solicited, vacancies will be listed in college and other professional placement offices.
2. Each applicant shall be expected to present to the Personnel Office the materials requested in the vacancy notice for making application and verifying qualifications for the vacant position.
3. As a part of the selection procedure the qualified applicants shall be interviewed by an evaluation panel.
4. The evaluation panel shall be selected by the Personnel Office.
5. If, because of the number of applicants or the special qualifications required, the Personnel Office wishes to use a formal rating sheet as a means of assessing the qualifications of the applicant, such device shall be used but care shall be taken to place proper weight on those areas that are of primary concern in measuring success in the particular position under consideration.
6. The Assistant Superintendent, Personnel Services, shall review the qualifications of those placing highest on the list of eligible candidates with the administrator where the vacancy exists and receive a recommendation. The names of the best qualified candidates for the position shall then be presented to the Superintendent, not to exceed five in number including the administrative recommendation.
7. The Superintendent shall submit a recommendation to the Board of Education for consideration.
8. The Personnel Office will notify all candidates of the selection after action by the Board of Education.