

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4111

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 01/05/09

SUBJECT: Recruitment and Selection

Position vacancies involving the replacement of certificated personnel shall be filled in accordance with the following policy:

Recruitment and screening shall be conducted by the Human Resources Department in accordance with the Affirmative Action Plan adopted by the County Superintendent of Schools.

Every effort shall be made to employ the best qualified persons for all certificated positions.

Job descriptions for certificated positions shall be prepared by the Director of Human Resources.

Notice of position vacancy shall originate with the Human Resources Department and be distributed with the approval of the Superintendent.

In all instances, the minimum qualifications for any announced vacancy must be met by all persons considered for the position.

Screening of applicants and interviews shall be conducted under the direction of the Director of Human Resources and shall include the director to whose department the applicant may ultimately be assigned.

Placement files maintained by the County Office of Education shall be utilized as a source of available applications.

Recommendation for employment shall be made to the Superintendent, contingent on verification of eligibility to work. Verification shall be in compliance with the Immigration Reform and Control Act of 1986.