

**Support Staff Recruiting/Posting of Vacancies/Hiring**

**Qualifications**

Candidates for positions on the support staff will have such qualifications and skills as may be necessary to carry out successfully the requirements of the position as stated in the appropriate job description.

Before reporting for work, food service employees, bus drivers will have physical examinations and present a certificate from a physician attesting to their fitness for the particular service.

**Recruitment, Selection, Appointment**

There will be no discrimination in recruitment or employment in relation to race, religion, color, national origin, sex, or on any other basis of unlawful discrimination.

Vacancies and newly created positions on the support staff will be made known to employees through their supervisors, principals, or through announcements in the local media.

The recruitment and selection of support staff personnel are responsibilities of the superintendent which he share with support staff administrators, supervisors, and principals.

Ordinarily, new classified employees will be recommended by the individual to whom they will be directly responsible, and officially appointed by the superintendent.

Administrative and supervisory personnel on the support staff will be recommended by the superintendent and appointed by the Board.

Adopted: September 13, 1977

Revised: Date of Manual Recodification