

POSTING AND ADVERTISING OF PROFESSIONAL VACANCIES

Code **GCEC** Issued **10/18**

The board believes it has the obligation to provide the best administrative and supervisory personnel available for the district regardless of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law.

The superintendent and/or his/her designee will write and publish job vacancy announcements/advertisements within the confines of the district's recruitment and/or employment policies and procedures.

The superintendent or his/her designee may elect to announce the vacancies using the following resources other than the district's internal job posting system:

- advertisements in local, state, and regional newspapers
- advertisements in professional publications
- advertisements with college and university placement services

The superintendent will base the context of the job vacancy announcement/advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

All announcements/advertisements will include the following information:

- location of the position
- job title
- job responsibilities
- reference to the applicable salary schedule
- minimum qualifications and requirements
- application procedures
- deadline for receiving applications

Except in extreme emergencies, the administration will advertise all job vacancies within the district for at least three calendar days. If a position is filled internally through a lateral transfer or promotion, the resulting vacancy will be posted as soon as practicable.

Adopted 8/13/91; Revised 3/8/05, 10/9/18

Legal References:

- A. S. C. Code, 1976, as amended:
 1. Section 1-13-30 - Definitions.