

SECTION II HUMAN RESOURCES

2.03 POSITION AVAILABILITY

- A. All regular employment positions and supplemental positions shall be allocated by the School Board. Such allocations must be recommended by the appropriate division head and Deputy Superintendent to the Superintendent prior to the Superintendent's recommendation to the School Board for their consideration and approval.
- B. No allocation shall be approved unless supported by a job description with job locator code, description of duties and qualifications. Each job description shall be submitted to the Human Resources Division for review and approval prior to submission to the School Board for its final approval. No employment position shall be posted, made public or presented to the Board with an appointment recommendation unless an allocation exists which has been approved by the Board.
- C. Job descriptions, including the job duties and qualifications shall be reviewed by the Superintendent or his designee and brought to the Board for approval no less frequently than every two (2) years. The purpose of the review is to determine the current need for the position, to determine whether the listed job duties are appropriate and to determine the appropriate job qualifications. Before any new or existing job opening or vacancy is announced or made available for appointment recommendation, internal transfer, re-designation or new hire, or when a position is vacated, the Superintendent shall bring the Job Description for said position to the Board for review and approval. The Superintendent shall also provide a rationale as to the reason for the continued need for the position and the salary range. Once the Board approves the position the job may be posted, advertised or filled by recommendation of the Superintendent to the Board. No appointment recommendation shall be made by the Superintendent and the employment position shall not be filled until such time as the job description for the vacated position has been reviewed as set forth herein and brought to the Board for approval. Effective January 1, 2014, no allocation of any position shall be approved by the Board until the job description for that position has been reviewed as to duties and qualifications as required by this Policy and the reviewed/amended job description is approved by the Board.

This subsection shall be applicable only to Administrative positions other than those which are considered the Administration of an individual school. This Policy does not apply to any employee who is governed by any contract between the Board and CCEA or CESP.

- D. Positions which have been authorized by the School Board and which are available must be posted in all schools as required by the applicable collective bargaining agreement.

(Ref. F.S. 1012.27) (Adopted: 01-08-81)(Amended: 12-13-84, 01-18-96)