

G-15 POSITIONS

The Superintendent shall post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and worksite at least fourteen (14) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:

- Job description and title;
- Required qualifications;
- Information related to salary;
- Information on where to submit an application;
- Information on any deadlines for applying;
- Other relevant information.

If a personnel vacancy occurs during the time when the schools are in session, the vacancy can be filled according to the emergency hiring procedures of the school system. All vacancies involving jobs that are supervisory, managerial or otherwise newly created positions shall require posting notices of at least fourteen (14) calendar days.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama