

## **Professional Job Posting Process**

1. Internal postings for all vacant professional positions will be made for a minimum of 5 calendar days.
  - a. K-12 Impact area positions will be posted by the specialty and grade level. For example, middle school Music teacher or Moharimet Art teacher.
  - b. K-4 Classroom teachers will be posted as general openings. For example, Mast Way teacher(K-4).
  - c. Classroom teaching positions at the middle and high school level, due to more specific certification requirements, will be posted by subject area and level. For example, middle school Social Studies or high school Science.
2. At the end of the internal posting window, building level Principals will make staffing assignments within their building after consideration of internal candidates.
3. All unfilled positions at this point will be posted externally and the standard hiring process will be followed.
4. If any additional openings come up after the initial internal list of postings all positions will be simultaneously posted as internal and external for a minimum of 10 calendar days. Internal candidates will be given the first 5 calendar days to express interest in the position prior to consideration of outside candidates.

\*Administration reserves the right, depending on the timing of an opening and level of specialized skill required for a position, to skip to step 4 on posting any position. For example, School Psychologists and Literacy Specialists are challenging to find. Therefore, the earlier they are posted the better. Another example would be a sudden opening of any position part-way into the school year.