

## CHAPTER 6.00 – HUMAN RESOURCES

### POSTING VACANT POSITIONS

6.12

- I. The Alexander City Board of Education 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 seven (7) calendar days before the position is to be filled. The notice shall include, but not necessarily be limited to, all of the following:
  - A. Job description and title
  - B. Required qualifications
  - C. A statement of reference to the approved salary schedule.
  - D. Information on where to submit an application
  - E. Information on any deadlines for applying
  - F. Other relevant information
- II. In accordance with Attorney General Opinion 2002-069, November 21, 2001 the following are exceptions to posting vacancies:
  - A. There is no vacancy when two (2) teachers trade positions; and
  - B. Where a lateral transfer occurs and the positions are neither newly created nor supervisory or managerial in nature, and there has been no increase or decrease in salary.
- III. If a personnel vacancy occurs during the time when schools are in session, the vacancy notice shall be posted not less than seven (7) calendar days before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen (14) calendar days.
- IV. Nothing in this policy shall prohibit the immediate employment or transfer of Alexander City School System personnel needed to ensure the welfare and safety of students, personnel or others and teachers on a temporary emergency basis as provided by law.
- V. It shall be the duty of the Superintendent to ensure that all certified and non-certified employees satisfactorily meet all requirements of State Law and State Board of Education rules and regulations.

#### REFERENCE(S):

**CODE OF ALABAMA  
16-22-15, 16-24-63, 16-24-B-7, AAC §290-2-1-5**

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**HISTORY:**

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**REVISED: JUNE 26, 2018**

**FORMERLY: NEW**