

## CHAPTER 6.00 – HUMAN RESOURCES

### POSTING VACANT POSITIONS

6.12

- I. The Dale County School Board shall post a notice of vacancy for each vacant personnel position. The notice shall be posted via the Dale County Board of Education website and with the ALSDE Soft Search program for seven (7) days for all non-supervisory, established school positions. Supervisory or newly created positions will be posted for fourteen (14) days. 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. Nothing in this policy shall prohibit the immediate employment or transfer of Dale County 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.

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**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-12-16, 16-22-15, 16-24B-7**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:**

**§290-2-1-5**

**HISTORY:**

**ADOPTED: Dec 16, 2008  
REVISION DATE(S): \_\_\_\_\_  
FORMERLY: NEW**