



FILLING VACANCIES

When a position is vacated, either voluntarily or otherwise, the District shall not fill the vacancy without first determining whether doing so is necessary. The District Administrator shall analyze all options and present the Board with a recommendation:

- to fill the vacancy with a new hire;
- to transfer an existing employee into the job;
- to reduce the job;
- to disperse the job duties to already existing employees; or
- to fill the job (or portion thereof) with an unpaid volunteer.

The District shall strive to maintain quality educational opportunities for students while seeking to reduce costs.