

POSITION/VACANCY POSTING ADMINISTRATIVE PROCEDURE

The following procedure shall apply to the posting of positions/vacancies. Job descriptions for such vacancies will be made available to interested persons upon request.

PROFESSIONAL STAFF

The position/vacancy will be posted for ten (10)* days internally and, concurrently, online on the District's website and other websites that the Superintendent deems appropriate to the position, in the *Houlton Pioneer Times*, and as deemed appropriate, in Bangor, Portland and/or other newspapers.

SUPPORT STAFF:

The position/vacancy will be posted for ten (10)* days internally and, concurrently, in the *Houlton Pioneer Times*.

*The ten (10) day posting requirement for Professional Staff and Support Staff will be followed to the extent practicable. During the summer break, this requirement shall be shortened to five (5) days as needed to assist in the process of fulfilling all open positions in a timely manner prior to the start of the coming school year.

SCHEDULE B EXTRACURRICULAR/COCURRICULAR POSITIONS:

The position/vacancy will be posted for ten (10) days internally. Should an internal candidate not apply by the end of the ten-day posing period, the position will then be advertised in the *Houlton Pioneer Times*.

Adopted: September 8, 2003

Revised: May 6, 2013, December 3, 2018