

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name Vacancies</b>	
Procedure No. 3132-00-01	Eff. Date: 8/9/2010
Implements Board Policy (ies) <u>3132-Vacancies</u>	Last Reviewed: <u>8/9/2010</u>

**1. Background**

Describe relevant background to the implementation of the policy.

The Board of Education shall employ the best qualified individual for any District vacancy at any level

**2. Responsibilities**

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	
-filling vacancies	

**3. Action Steps**

Describe the action steps relevant to the implementation of the policy.

-post vacancies

#### 4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Vacancy announcements	Vacancy advertised	As needed
2.		
3.		

#### 6. Additional Information

Describe any additional information relevant to the implementation of the policy.