

G CJ PROMOTION

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Any noncertified employee who wishes to be considered for a promotion must first submit the appropriate forms requesting promotion to his/her immediate supervisor for his/her recommendation. All promotion requests must be submitted to the superintendent for his/her recommendation before presentation to the board for final approval or rejection.

APPROVED: August 6, 1973

AMENDED: November 13, 2000

REVIEWED AND APPROVED: February 13, 2012

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The superintendent or his/her designated representative will develop the appropriate forms to be used by noncertified employees when seeking a promotion with the school district.

Immediate supervisors will attach copies of the employee's evaluation reports, to the request for promotion.

All promotion forms must be submitted to the principal of the building in which the noncertified employee works within two weeks after a vacancy is announced. Building principals will forward promotion applications to the superintendent promptly after attaching their recommendations and other required data. The superintendent will present said applications to the board for approval or rejection together with his/her recommendations at a regular or special board meeting.

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