

## **Posting and Advertising of Professional Vacancies**

All vacancies requiring Colorado Department of Education license which occur during the school year shall be announced to Monte Vista employees by posting notice in each school building in a prominent place. Employees will be **notified of vacancies and** all employment opportunities will be posted on the district Internet site.

No such vacancy shall be filled for a period of 5 days following such posting. Whenever possible, applications from present employees will be given preference in the filling of vacancies.

Adopted: 11/22/77

Revised: 04/28/03, 05/06/10