

GARC-R Employee Recruitment

3/11/15

RATIONALE/OBJECTIVE:

The Cobb County School District (District) believes that an active recruitment program is essential to attract the most competent and qualified personnel to work in Cobb County schools. The Superintendent or designee shall develop regulations. The purpose of recruitment is to assist all units of administration under the jurisdiction of the Cobb County Board of Education (Board) with the recruitment of personnel.

RULE:

Recruitment of personnel shall be subject to the following:

1. Job announcements shall be advertised in accordance with federal and Georgia law as well as Board policy.
2. Job announcements for specific positions shall contain the date of the announcement, the name of the contact person or office, address and/or telephone number, method of making application (letter of inquiry or telephone call), degree or degrees considered for position(s), type of Georgia certification needed, special qualifications, if any, and deadline date for making application, if applicable.
3. Job announcements shall be sent to Recruitment Services, State Department of Education. Posting of vacancies with Recruitment Services may be handled one of the following ways:
 - a. A job announcement similar to the one sent to the colleges and universities may be sent to Recruitment Services. To speed up the posting of vacancies, the District may telephone Recruitment Services, and the person answering the call will complete a form containing the information needed to post the vacancy(ies).
 - b. Job announcements may also be placed on the Internet.
4. Copies of specific job announcements sent to colleges and universities and Teacher Recruitment should be kept on file in the Human Resources Division. The names of recipients should be included on the job announcement kept on file.
5. The Human Resources Division may also announce vacant positions in the legal organ of the county and to colleges and universities in other states.
6. The Human Resources Division may maintain involvement of an active recruitment team of current certificated personnel to contribute ideas and resources to assist in recruiting. This team may request and utilize outside resources as needed.

Effective: 1/28/88

Revised: 6/27/91; 1/13/99; 2/22/01

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCE)

Revised: 3/11/15

Legal Reference

O.C.G.A. 20-02-0211	Annual contract; disqualifying acts; fingerprinting; criminal record checks
O.C.G.A. 35-03-0035	Dissemination of criminal history records
O.C.G.A. 49-05-0110	Criminal background checks; definitions