

## **PROCESS FOR FILLING VACANCIES**

**Internal Transfers:** Open positions must be posted on the NAS Intranet for a minimum of 5 days. Current NAS or NAC employees may contact the hiring principal to discuss open positions. If an employee is interested in applying for an open position, they are asked to put their intent to apply in writing and give a copy to their current principal, human resources and the hiring principal. Should they be offered the position, the hiring principal will call the current principal to notify them of the hire.

The hiring principal will complete the New Hire Information Sheet and send it to human resources.

Normally, current employees may not transfer to open positions during the school year. Exceptions can only be approved by the Superintendent and the Chief of Business Operations.