

Hiring of Certified Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will be notified of the vacancy and have opportunity to make application for the position.

Except in those instances when a transfer of administrators within the school system is recommended by the superintendent and approved by the Board, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

All openings in administrative positions shall be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;

Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;

A screening committee shall be appointed by the superintendent. In addition, one member of the Board shall be appointed by the Board to serve on the committee;

Selected applicants shall be granted a personal interview following the deliberations of the screening committee;

Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration. This recommendation may consist of one or more candidates;

The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 342.845