

**Greater Albany SD 8J
Board Policy**

Code: **GCD**
Adopted: 7/13/87
Readopted: 3/12/01
Orig. Code(s): BP 3100

Hiring of Licensed Staff

Licensed staff will be hired by the Board, on the recommendation of the superintendent or designee. An applicant shall complete a district application form, submit references, be available for a personal interview and will have the proper license for the position, as required by law. The person recommended for hire will be the best qualified applicant for the position in the judgment of the superintendent or designee.

The principal of the building to which the applicant is to be assigned will be consulted prior to hiring, if reasonably possible.

All teaching positions will be assigned by the superintendent or designee and by the building principal. Additional cocurricular duties will be assigned annually by the principal, with agreement by the superintendent or designee.

Credit for work experience may be given in the teacher's placement on the salary schedule, at the discretion of the district, and within the confines of the current collective bargaining agreement.

The employee is responsible for obtaining the proper license and for placing it on file at the district office prior to reporting for duty. If the employee fails to comply, the position may be declared vacant, as provided by law, and the employee may be terminated.

The administration is authorized to temporarily place regular employees prior to approval by the Board and to hire qualified substitutes without Board approval.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-1720](#)

Job York v. Portland School District, No. FDA 83-7 (August 1983)