

Hiring of Licensed Administrators

Licensed administrators are hired by the district to serve the district as a whole. Upon hire, licensed administrators are assigned to a school or site with the clear understanding that an administrator is unlikely to spend his/her entire career with the Corvallis School District at the same school or site. When administrative vacancies occur, transfer amongst existing district administrative staff may be considered. Although the process for hiring a licensed administrator will vary, the Board recognizes there are several critical elements:

1. Staff and parents will have the opportunity to contribute their ideas concerning the most important qualities and attributes for an administrator for the school/site where a vacancy has occurred.
2. The pool of applications will be screened for minimum qualifications for the job and evaluated in relationship to the job posting, the administrative responsibilities, the administrator standards, and the list of characteristics and attributes generated by staff and parents.
3. Staff, administrators, parents, and students (where appropriate) will be involved in the interview process. Some staff, parents, and students may be associated with the school or site with the vacancy, others will represent the district as a whole.
4. The committee(s) will recommend to the superintendent at least two candidates who, in the committee's judgment, can satisfactorily meet the job requirements. The superintendent will make the final selection.
5. The superintendent reviews the recommendations of the committee and may select one of the finalists to submit to the Board. If, in the judgment of the superintendent, none of the candidates satisfactorily meets the requirements of the position, all may be rejected and the position readvertised.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 342.845](#)