

Hiring of Licensed Administrators

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

In those instances when a transfer of administrators, or other qualified staff, within the school system is determined by the superintendent, the following selection procedures shall be used in the selections of all personnel below the rank of superintendent

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;
2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent or designee to complete the preemployment file with credentials furnished by or at the request of the applicant;
3. A screening committee shall be appointed by the superintendent;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration;
6. The superintendent's recommendation will then be presented to the Board contract approval to the position.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

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