

**Douglas County  
School District 15**

Code: **GCCA**  
Adopted: 10/08/03  
Readopted: 11/17/14  
Orig. Code(s): GCCA

**Posting of Licensed Staff Vacancies**

The district shall attempt to recruit the most suitable qualified applicants for filling any licensed positions. Announced vacancies will be posted in all buildings in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

All postings will notify applicants that equal employment opportunity and treatment shall be practiced by the district. The employers' duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice will be clearly stated.

A copy of the posting will be sent to association representatives and employees requesting vacancy notifications consistent with timelines and applicable provisions of the employee's collective bargaining agreement. All notices will include the following information:

1. Job title;
2. Qualifications: license required;
3. Essential job functions;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other - as may be required/requested by administrator initiating the job order.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.