

Falls City School District 57

Code: CCC
Adopted: 4/9/02
Readopted: 11/15/10

Hiring of Licensed 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 determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions will be announced publicly;
2. 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;
3. A screening committee shall be appointed by the superintendent and shall include members of the Board, school staff and community at large;
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 that shall include a minimum of two finalists. The superintendent may conduct an interview of one or more of the candidates, may forward one or more recommendations to the Board or may reject all recommendations provided by the screening committee;
6. The superintendent's recommendation may 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](#)