

Classified Hiring Process

Full time/Part-time positions

When classified vacancies occur, transfer within the existing classified staff will be considered. Classified staff will be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer of a classified employee within the school system is determined by the superintendent, the following procedure shall be used in the selection of all classified personnel:

1. Openings in classified 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 building administrator. It shall be the responsibility of the building administrator or designee to complete the pre-employment file with credentials furnished by or at the request of the applicant (including a copy of a paraprofessional certification if required);
3. A screening committee shall be appointed by the building administrator;
4. Applicants selected by the screening committee shall be granted a personal interview;
5. Current classified employees applying for the position will be granted an interview;
6. Upon completion of all interviews the screening committee shall make a recommendation to the building administrator for the position under consideration;
7. The building administrator shall conduct required reference checks on the recommended candidate;
8. The recommended candidate shall complete required fingerprinting, W-4, I-9 and copy of two pieces of ID (i.e., social security card, drivers license and/or passport);
9. The recommended candidate's material shall be submitted to the superintendent for hiring.

All of the above must be submitted to the business office before the employee reports to work.

Classified Substitutes

Classified substitutes must complete above items 2, 6 and 7 and all paperwork must be submitted to the business office prior to the first day of work. Classified substitutes must be requested through and approved by the building administrator before being called into work.

END OF POLICY

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).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Americans with Disabilities Act Amendments Act of 2008.