

# Grants Pass School District 7

Code: **GB**  
Adopted: 6/14/88  
Readopted: 2/24/04  
Orig. Code(s): GB

## General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any licensed or classified position, the district will seek out and appoint the most qualified person available for the position.

The superintendent will employ all licensed, classified, substitute and part-time personnel, as needed. The employment of candidates to fill positions will be approved by the Board upon recommendation of the superintendent.

Notice of all regular job openings will be made available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies and general and specialized media.

Applications or inquiries concerning job openings will be received by the personnel office on standard district application forms. The selection process will be coordinated and supervised by the personnel officer, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the district may require any candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date on which the district gives notification.

Preemployment drug testing for employees subject to commercial driver's license rules will be required. All classified positions, where the employee will have direct, unsupervised contact with students, must consent to fingerprinting.

Personnel selected for employment will be notified in writing of their selection following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the workweek and the length of the assignment. Unsuccessful applicants will be notified.

Initial assignments will be made by the superintendent or designee.

The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

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Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705 \(4\)](#)

Cross Reference(s):

EBBA - First Aid

GBEDA - Drug and Alcohol Testing - Transportation Personnel

GBEDA-AR - Drug and Alcohol Testing - Transportation Personnel

GCDA/GDDA - Criminal Records Checks/Fingerprinting