

Helix School District 1R

Code: **GB**
Adopted: 1/8/97
Orig. Code(s): None

General Personnel Policies *

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

The employment of candidates to fill certified positions will be approved by the Board upon the superintendent/principal's recommendation. The superintendent/principal will employ all classified employees, substitutes and part-time personnel as needed.

Notice of all regular job openings will be 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 directed to the superintendent/principal on standard District application forms. The selection process will be coordinated and supervised by the superintendent/principal, with the involvement of other appropriate staff and Board members.

Each candidate selected for a certified position with the district must possess or demonstrate eligibility for any certificate 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 the district gives notification.

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

Initial assignments will be made by the superintendent/principal or designee.

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

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)
[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

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