

Hood River County School District

Code: CCC
Adopted: 8/25/93
Readopted: 12/11/13
Orig. Code(s): 2026

Hiring of Licensed Administrators

When administrative vacancies occur, transfers 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 an administrator within the school system is recommended by the superintendent and approved by the Board, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. All openings in administrative positions shall be announced publicly 30 days 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 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 whose responsibility will be to review all documentation, conduct preliminary reference checks and recommend applicants for a personal interview and other related hiring activities determined by the superintendent;
4. Selected applicants shall be granted a personal interview with a hiring committee determined by the superintendent and other related hiring activities following the deliberations of the screening committee;
5. Upon completion of all interviews the hiring committee will recommend one or more candidates to the superintendent;
6. Following additional review and reference checks, the superintendent's recommendation will 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](#)