

**Jefferson County
School District 509J**

Code: CCC
Adopted: 5/22/06
Readopted: 5/14/18
Orig. Code(s): CCC

Hiring Licensed Administrators

The superintendent or designee shall establish hiring procedures to employ qualified administrators necessary to carry out duties as identified by the district.

When administrative vacancies occur, transfer within the existing district administrative staff may be considered. District administrators will be notified of the vacancy and have the opportunity to submit an application for the position. Notwithstanding the superintendent's authority to transfer and assign work, the district will follow hiring procedures in compliance with state and federal law.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)