

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered.

If no administrative transfer is recommended to the Board by the superintendent, and it is determined by the superintendent to open the position for applications, the following procedures will act as guidelines:

1. Openings in administrative positions may be announced both within and outside the district;
2. Applications shall be in writing and directed to the superintendent or designee. It shall be the responsibility of the candidate to furnish all requested application materials;
3. A screening committee may be appointed by the superintendent;
4. Selected applications may be granted a personal interview following the deliberations of the screening committee or superintendent or designee;
5. Upon completion of all interviews conducted by either an interview team appointed by the superintendent or conducted by the superintendent or designee, a recommendation for the position under consideration may be made to the superintendent or designee;
6. Following appropriate follow up, the superintendent's recommendation will then be presented to the Board for consideration and appointment to the position;
7. 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.

Exceptions to the above may be approved by the Board upon the recommendation of the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 342.845](#)