

# Klamath Falls City Schools

Code: **GCCA**  
Adopted: 4/11/94  
Readopted: 10/09/06  
Orig. Code(s): 60303.01, 60403.01

## Posting of Licensed Staff Vacancies

The district shall attempt to recruit the most suitably qualified applicants for filling any licensed or administrative positions. Announced vacancies will be posted in all buildings in an appropriate format to ensure effective communications with all individuals, including those with disabilities. A copy of the posting will be sent to the association office. All notices will include the following information:

1. Job title;
2. Qualifications: certification/license required;
3. Performance responsibilities (essential job functions);
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other – as may be required/requested by the administrator initiating the job order.

The posting of classified vacancies shall be in compliance with any applicable contract provisions. All postings will be provided in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

All postings will notify applicants that equal employment opportunity and treatment shall be practices by the district. The employers' duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice will be clearly stated.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).