

Hiring of Licensed Administrators

Administrators will be employed by the Board upon the recommendation of the superintendent with contract and salary to be determined by the Board. The superintendent shall determine the selection procedure and will establish an orderly selection process. The candidate must present an appropriate administrative certificate prior to employment.

1. The superintendent will cause open positions to be advertised as an invitation to candidates.
2. The superintendent or designee will lead a selection committee to develop criteria for selection.
3. The superintendent will screen applicants and interview selected candidates.
4. The superintendent may waive the selection process when reassignment of district staff members is appropriate as a method of filling a position which might otherwise become open.
5. A final decision by the Board is made after hearing the recommendation of the superintendent.
6. Falsification of an employment application or related document is justification for dismissal.
7. An administrator shall serve a probationary period that does not exceed three years, however, the administrators and the Board may mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)