

# La Grande School District 1

Code: **GCCA**  
Adopted: 3/10/04  
Readopted: 6/13/07; 4/30/08  
Orig. Code(s): GCCA

## Posting of Professional Staff Vacancies

The district shall attempt to recruit the most suitably qualified applicants for filling any teaching or administrative positions. Announced vacancies will be posted in all buildings and a copy of the posting will be sent to association representatives. During the summer vacation such notices will be mailed to the president of the association. All notices will include the following information:

1. Job title;
2. Qualifications: Certification required;
3. Essential job functions;
4. Special requirements;
5. Posting dates;
6. Closing dates;
7. Terms of employment;
8. Salary range;
9. Other – As may be required/requested by administrator initiating the job order.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).