

# Lake County School District 7

Code: CCC  
Adopted: 10/12/09  
Readopted: 12/13/10  
Orig. Code(s): CCC

## Administrative and Staff Positions

It is the policy of the Board to provide the staff needed to implement the programs and services of the district and to authorize the assignment of additional personnel as needed to assist the superintendent in implementing assigned duties. District employees will be assigned in accordance with the following requirements:

### 1. Employment Needs

The superintendent shall identify needs, develop position descriptions for Board approval for all positions and recommend those applicants with the highest qualifications. Positions may be filled by both licensed and nonlicensed employees as appropriate to district needs, position and the requirements of law.

### 2. Administrative Positions

The superintendent shall submit all administrative position candidates recommended for district employment to the Board. The Board will consider the superintendent's recommendation(s) and approve for hiring at its discretion. The qualifications and duties of the principal, vice principal and athletic director will be listed in the respective job descriptions.

### 3. Licensed Employees

The superintendent shall submit all licensed position candidates recommended for district employment to the Board. The Board will consider the superintendent's recommendation(s) and approve for hiring at its discretion. Employment will be in accordance with the collective bargaining agreement.

### 4. Confidential Employees

The superintendent shall identify as supervisory and confidential the following positions which are outside collective bargaining groups: business manager, administrative assistant, accounting clerk I, accounting clerk II, and district maintenance supervisor. The qualifications and duties will be listed in respective job descriptions. The superintendent shall submit all confidential position candidates recommended for district employment to the Board. The Board will consider the superintendent's recommendation(s) and approve for hiring at its discretion. Upon the offer of employment, the applicant(s) shall submit to a fingerprinting process and a criminal history background check. See Board policy GDD – Classified Staff Employment and Assignment.

## 5. Classified Employees

Employment for classified positions will be in accordance with the collective bargaining agreement and district policy. The qualifications and duties will be listed in respective job descriptions. The superintendent will consider the input of principals and/or other supervisory staff, as appropriate, when filling classified positions. The superintendent will report new hires to the Board.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.505](#)

[ORS 342.845](#)