

Licensed Staff - Employment and Assignment of Administrators and Teachers

It is the policy of the Board to employ teachers and administrators as recommended by the superintendent in accordance with the provisions of the approved budget in regard to salary and other benefits. Employees shall hold licenses issued by the Teacher Standards and Practices Commission (TSPC), properly endorsed for the specific position to which assigned and shall file the license with the district prior to engaging in assigned activities.

The new employee will be responsible to contact the TSPC immediately upon his/her hire date and begin the process of obtaining an Oregon Teachers License. An out-of-state licensed employee must present proof of their out-of-state license at the time of hire and contact the TSPC to get a Reciprocal Oregon Teaching License. The TSPC license status must be in process at the time of their Board approval.

It is the responsibility and the obligation of the district to provide for the safety and protection of students while they are attending school. Therefore, the Board directs the superintendent to review the employment history and credentials of potential employees. All applicants will be considered for employment based on overall suitability and qualifications and in accordance with the following procedures:

1. Applications

All applicants for positions with the district shall complete the district official application form and materials. The forms shall be appropriate to fair employment and affirmative action requirements:

- a. The application form, the required credentials and any other additional information pertaining to the applicant shall be filed with the district office. This office will maintain a separate file of applications for teaching positions which shall be available to members of the administrative staff and members of the Board;
- b. More than one member of an employee's family, as defined by ORS 659.340, may be hired as a regular employee of the district. However, such employees cannot work in the same building, except by special permission of the Board;
- c. An applicant for an administrative position shall have obtained at least one advanced degree from a standard college or university and shall have sufficient training or experience in the type of work for which they apply;
- d. All applicants will be required to meet criminal records checks and fingerprinting requirements as required by law and Board policy.

2. Vacancies

Announcement of vacancies shall be made to teacher-placement and other agencies in a manner that will ensure that minorities and others may become aware of the needs of the district:

- a. The superintendent or representative may visit placement offices to make initial contact with possible applicants;
- b. Applicants who are actively being considered for possible employment must visit the district for an on-site interview, except when the superintendent deems it unnecessary or impractical.

3. Hiring Process

Selection of persons to be employed by the district shall be the best qualified professional staff available to meet the special needs of children and parents served by the district:

- a. The hiring of teachers shall be made by the Board upon the recommendation of the superintendent after the applicants have complied with all of the requirements;
- b. Following the action of the Board, the district office shall prepare the teacher's contract stating the salary based upon experience, qualifications and degrees held consistent with applicable provisions of the collective bargaining agreement and Board policy;
- c. Every teacher new to the district is required to furnish the district office with a current transcript of grades. This transcript must be on file before October 15 of the first year of employment;
- d. Teachers shall be employed on a 190-day written contract and the calendar for the district shall be adopted by the Board annually in support of this agreement. The Board reserves the right to change the calendar;
- e. Contracts for employees on an extended year may be modified to include more days with an adjustment in salary, consistent with the employee's collective bargaining agreement, if by doing so the needs of the district's educational programs are better served.

4. Administrative/Supervisory Selection

The following procedures shall be followed in the selection of persons for administrative and/or supervisory positions:

- a. When an administrative and/or supervisory vacancy occurs, a plan for the recruitment procedure will be devised by the superintendent and the Board;
- b. The district office shall advertise all vacancies;
- c. All applicants shall complete the district application form, provide transcripts of credits and degrees, placement file and a letter of application along with resume;
- d. The credentials of each applicant shall be checked by the superintendent or designee. Only those applicants who meet the standards of eligibility established for the position shall be given consideration;
- e. Administrative positions shall be filled by persons who hold the proper administrative credentials and at least a master's degree from a standard institution of higher education or meet alternative licensure requirements as provided by TSPC.

5. Transfer

The superintendent shall have the power to transfer any member of the teaching staff from one position to another provided such employee is qualified for the position and provided such transfer

does not involve promotion or demotion in rank or alteration of salary. Any transfer involving change of rank or salary shall require approval of the Board.

Any administrator may request transfer for himself/herself or for any employee under his/her direction. The request shall be made to the superintendent in writing with an explanation of the reasons for such transfer.

6. Temporary Contracts

Mid-year vacancies shall be filled on a temporary basis for the remainder of the year. These positions shall be opened as vacancies for the following year.

7. Extra-Duty Contracts

The following procedures shall be followed for the selection of employees for extra-duty contracts:

- a. The district prefers to fill extra-duty positions with suitably qualified and licensed staff within the building level of the duty. The building administrator may, however, consider and/or recommend to the Board other suitably qualified district employees or individuals from the community for any extra-duty position;
- b. All extra-duty contracts for coaches and/or advisors shall be at the discretion of the administrator, recommended by the superintendent and approved by the Board. All extra-duty contracts shall be issued for a one-year period only. The administration will make every attempt to make recommendations to the Board at the earliest opportunity.

END OF POLICY

Legal Reference(s):

ORS 326.051	ORS 659A.029	ORS 659A.236
ORS 332.505	ORS 659A.030	ORS 659A.309
ORS 342.934	ORS 659A.109	ORS 659A.409
ORS 659.805	ORS 659A.142	
ORS 659.850	ORS 659A.145	OAR 581-021-0045
ORS 659A.009	ORS 659A.233	

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.