

Lane Education Service District Policy

Code: **GC**
Adopted: 1/25/94
Revised/Readopted: 9/25/01
Orig. Code(s): GC

Licensed Staff Positions

The Board recognizes that it is vital to the successful operation of Lane ESD that positions created by the Board be filled with highly qualified and competent personnel.

The Board shall approve the employment, fix the compensation and establish the term of employment for each person filling a contractual position. Such approval shall be given only to those candidates for employment recommended by the superintendent. The superintendent or designee shall appoint all persons employed in the noncontractual positions.

The Board will observe and adhere to the requirements of Oregon law in hiring licensed staff members. The ESD may hire a member of an individual employee's family or bona fide dependent of an employee of the ESD in a position in which there would be no direct supervision, appointment or grievance adjustment authority exercised by either employee relative to the other:

1. The position is classified by the Teacher Standards and Practices Commission as one for which there are insufficient applications in the teaching endorsement or in the region; or
2. There is not a suitable number of qualified applicants; or
3. The relative or dependent is exceptionally well-qualified when compared to other applicants; or
4. It is unlikely any other equally qualified or superior candidate can be located within a reasonable period of time by reasonable recruitment methods; or
5. Alternate means of evaluation and/or grievance adjustment which removes the relative or dependent from the process are available, feasible and reasonably likely to work effectively.

As used in this policy, "member of an individual's family" means the spouse, domestic partner, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual employee.

Any candidate who is hired and who is subsequently determined to have misrepresented facts material to his/her qualifications for employment or material to the determination of salary shall be subject to dismissal. The Board shall consider such misrepresentation grounds for dismissal.

The employment of licensed employees prior to approval by the Board is authorized when their employment is required to maintain the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.

Each candidate selected for a position with the ESD must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the ESD’s insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the ESD may require any candidate, as a condition of employment, to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date the ESD gives notification.

Procedures for the recruitment, screening and recommendation of candidates for employment will be developed in accordance with policy GBA and accompanying administrative rule GBA-AR.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland School District, No. FDA 83-7 (August 1983).

Cross Reference(s):

GAB - Position Descriptions