

**Lake Oswego  
School District 7J**

Code: CCC  
Adopted: 1/03/83  
Readopted: 6/08/09; 11/03/14  
Orig. Code(s): 2410

## **Hiring of Licensed Administrators**

### **Recruitment and Selection**

An administrative vacancy may be filled by internal transfer from among the group of current administrators. Positions not filled by transfer will be posted.

Whenever appropriate, the superintendent may involve other district administrators, other staff members and community members in the process of screening and interviewing applicants. Recommendations of such screening and interviewing committees shall be advisory to the superintendent, who shall make recommendations to the Board for appointment to each position.

### **Appointment**

All administrative personnel will be appointed by the Board in a regular or special Board meeting after receiving recommendations from the superintendent. Discussion of potential administrative appointments shall be held in executive session.

### **Establishment of Administrative Salaries and Fringe Benefits**

Salaries for each administrative position, as well as any change in fringe benefits for the administrative personnel, shall be established by the Board upon recommendation of the superintendent, prior to the start of the new fiscal year.

### **Contract Days and Calendar for Administrative personnel**

At the same time as administrative positions are approved by the Board, the number of contract days for each position shall be established. The length of the contract, not to exceed three years, may be subsequently modified on an annual basis, as needed, by action of the Board upon recommendation of the superintendent.

END OF POLICY

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

[ORS 332.505](#)

[ORS 342.845](#)