

**Lake Oswego
School District 7J**

Code: **CPA**
Adopted: 2/24/03
Readopted: 6/08/09
Orig. Code(s): 2610

Layoff/Recall - Administrative Personnel

Whenever the district determines a reduction of its licensed administrative staff is necessary, the superintendent shall recommend to the Board a revised administrative structure and the number of positions to be reduced and retained.

Following Board approval of the revised administrative staffing, the Superintendent shall determine administrators to be retained, applying the following criteria:

1. Determine whether current administrators hold proper licensure to fill the remaining positions;
2. Determine seniority of current administrators based on the first day of actual administrative service in the district;
3. Determine the competence of administrators, with competence defined as the ability to perform the duties of the retained position based on recent administrative experience or related educational attainments, or both, but not based solely on being licensed to hold the position;
4. Determine the merit of administrators, with merit being the measurement of one administrator's ability and effectiveness as compared with the ability and effectiveness of another, with consideration of performance evaluations and other materials on record.

The district will retain an administrator with less seniority than an administrator being released if the district determines that the administrator being retained has more competence or merit than the administrator with more seniority who is being released.

Any administrator scheduled for layoff who taught for the district immediately prior to administrative service may return to a teaching position in the district if the requirements of ORS 342.934(5) have been met.

Administrators who are reduced shall retain recall rights to the position held at the time of layoff or a lesser administrative position (i.e. assistant principal, if any) at the level (elementary, middle school, high school, or central office) where they were employed immediately prior to layoff, for 27 months from date of layoff, but they must be licensed to perform the tasks of a subsequent administrative position.

Recall shall be determined by the Superintendent based on seniority, licensure, competence and merit.

The district's determination of which administrator is to be retained and which administrator is to be release shall not be influenced by the financial cost of one administrator relative to another.

An appeal from a reduction in administrative personnel decision shall be heard by the Board. The Board's decision may be appealed to arbitration under ORS 342.934(7).

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)