

**Lake Oswego  
School District 7J**

Code: **GB**  
Adopted: 2/22/83; 4/04/05  
Readopted: 6/08/09; 1/13/15  
Orig. Code(s): 4210, 4211

**General Personnel Policies**

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any certificated or classified position, therefore, the district shall seek out and appoint the best qualified person available for the position.

All regularly employed licenced and classified personnel shall be appointed by the Board upon the recommendation of the superintendent. Substitutes and other irregular part-time personnel may be employed by the superintendent as needed.

Notice of all regular job openings shall be made available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and general and specialized media.

Applications or inquiries concerning job openings shall be received by the director of human resources on standard district application forms.

The selection process will be coordinated and supervised by the director of human resources, with the involvement of appropriate administrators and supervisors.

Applicants will be recommended for employment only after the screening of current applications, and after a personal interview of the recommended candidate, and reference checking, as appropriate, to verify training, past experience, and qualifications.

In accordance with Oregon law, the district 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 district gives notification.

Qualified personnel currently employed by the district shall be given first consideration in filling higher staff positions, consistent with the policy of electing the candidate with the best qualifications. Opportunity shall be provided for staff members to request transfer to another position or building, to be considered according to the needs and best interests of the district.

Personnel selected for employment shall be notified in writing of their selection following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week, and the length of the assignment.

Initial assignment will be made with the approval of the superintendent.

Each candidate selected for a position with the district must be able to document possession of or eligibility for any certificate, license, or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding.

Pursuant to ORS 653.307-.310, no person under 18 years of age shall be employed or permitted to work in any employment in the district unless the district has on file an employment I certificate adopted by the wage and hour commission. No child under the age of 14 will be employed by the district, in accordance with ORS 653.320.

Persons younger than 18 years of age shall not be hired for regular positions in the district.

Eligible and qualified students in the district may be employed on a part-time basis if their employment does not conflict with scheduled classes.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.664](#)  
[ORS 408.225](#)  
[ORS 408.230](#)  
[ORS 408.235](#)  
[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)  
  
[OAR 581-022-0705\(4\)](#)  
[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)

[OAR 839-006-0445](#)  
[OAR 839-006-0450](#)  
[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)