

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered pursuant to Board policy CCCA - Administrators, will be notified of the vacancy and have the opportunity to submit an application for the position. The new position and new contract are subject to Board policy GEB - District Administrators, Managers, Confidential/Exempt Staff and Classified Supervisors.

Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;
2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;
3. A screening committee shall be appointed by the superintendent;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration;
6. The superintendent's recommendation will then be presented to the Board for approval and appointment to the position;
7. An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 342.845](#)