

# Multnomah Education Service District

Code: **GCC**  
Adopted: 1/20/81  
Amended/Readopted: 9/20/94; 12/16/08; 1/18/11;  
9/18/12  
Orig. Code(s): 3900; 3910

## Recruitment of Staff

The Superintendent or designee shall establish rules and procedures for the recruitment, selection and hiring of MESD employees. MESD shall attempt to recruit the most suitably qualified applicants for filling all positions. Announced vacancies shall be posted on the district website.

All vacancies requiring licensure shall be posted at least 7 working days prior to closing the application period. All vacancies for supervisors and classified employees do not require a set number of days for posting prior to closing the application period. All postings shall be provided in an appropriate format to ensure effective communications and access to all individuals, including those with disabilities.

All postings shall notify applicants that equal employment opportunity and treatment shall be practiced by MESD. The employers' duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice, shall be clearly stated.

All notices shall include the following information:

1. Job title;
2. Qualifications: certification/license required;
3. Job duties;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other - as may be required/requested by administrator initiating the job order.

Present employees who meet the stated requirements are encouraged to apply for any vacant district position.

END OF POLICY

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Legal Reference(s):

[ORS 326.051](#)  
[ORS 334.125\(5\)](#)  
[ORS 342.934](#)  
[ORS 659.805](#)  
[ORS 659.850](#)  
[ORS Chapter 659A](#)

[OAR 581-021-0045](#)  
[OAR 581-024-0245](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).  
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).  
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).  
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).  
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2006).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.

**MESD Policy Cross Reference(s):**

AB - Mission, Vision, Values  
AC - Non-Discrimination  
ACA - Americans with Disabilities Act  
CC - Administrative Organization  
GA - Personnel Policy Goals  
GAA - Personnel Definitions  
GAB - Position Descriptions  
GB - Personnel Policies  
GBA - Equal Employment Opportunity  
GCDA/GDDA - Criminal History Verification and Fingerprinting