

**Milton-Freewater
School District 7**

Code: CCC
Adopted: 11/23/93
Readopted: 05/12/98

Hiring of Licensed Administrators

When administrative vacancies occur within the district existing administrators and other qualified staff members will be considered. Qualified staff members will be notified of the vacancy and have opportunity to make applications for the position. The Superintendent will determine whether or not the administrative vacancy is to be filled from within the district or opened for candidates from outside the district. If the position is opened for candidates from outside the district, qualified personnel from within the district may also apply and compete for the assignment.

In those instances when an administrative position is opened for candidates from outside the district, 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, a field of not less than three candidates will be presented to the Superintendent for his/her review and selection of finalist for the position.
6. The superintendent will recommend finalists for administrative vacancies to the Board for consideration 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](#)