

## Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be used 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 preemployment file with credentials furnished by or at the request of the applicant;
3. A screening/interview committee shall be appointed by the Board chair upon recommendation of the superintendent. Specific make-up may be: the superintendent, community member(s), building administrator(s), teacher(s) and classified employee(s)
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/interview committee, this group shall make a recommendation for the position under consideration to the Board for action.

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

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**Legal Reference(s):**

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