

Hiring of Licensed Administrators

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

Except in those instances when a transfer of administrators or other qualified district staff 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 shall 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. The committee shall be made up of staff, parents and community members as appropriate.
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the interview 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 consideration and appointment to the position.

An administrator shall serve a probationary period of three years, unless the administrator and the district mutually agree to a shorter time period.

If an expedited hiring process would be beneficial to the district, the superintendent can choose to bypass the above procedure with prior Board approval.

END OF POLICY

Legal Reference(s):

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