

# Newberg School District 29J

Code: **CCC-AR**  
Adopted: 11/5/90  
Readopted: 9/24/07  
Orig. Code(s): A-2300

## Hiring of Licensed Administrators

1. The superintendent will cause open positions to be advertised within or outside the district as an invitation to candidates.
2. The superintendent or designee will screen applications and determine candidates to be interviewed.
3. A committee shall be appointed by the superintendent. The committee may include parents and students when applicable.
4. The superintendent or designee will lead the interview committee.
5. The committee will interview selected candidates and recommend up to three finalists to the superintendent.
6. The superintendent shall review the committee's recommendation, and authorize additional interviews, site visits and reference checks.
7. The superintendent will select the administrator and forward the name to the Board.
8. A final approval by the Board is made after hearing the recommendation of the superintendent.
9. The selection process may be modified when reassignment of a district staff member is appropriate as a method of filling a position which might otherwise become open.