

**North Wasco County  
School District 21**

Code: CCC  
Adopted: 2/11/04  
Revised/Readopted: 10/25/07; 12/17/15  
Orig. Code(s): CCC

**Hiring of Licensed Administrators**

Licensed administrators will be hired and reassigned as recommended by the superintendent and approved by the Board.

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 those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedures 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 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, 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 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](#)