

Oakland School District 1

Code: **GB**
Adopted: 2/10/10
Readopted: 6/20/12
Orig. Code(s): GB

General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any licensed or classified position, therefore, the district will seek out and appoint the best qualified person available for the position.

The employment of candidates to fill licensed positions will be approved by the Board upon recommendation of the superintendent. The superintendent will employ all classified employees, substitutes and part-time personnel as needed.

Notice of all regular job openings will be posted in district schools and at the district office. The district may advertise annually to establish a pool of paid and volunteer coaching applicants for current and potential openings. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies and general and specialized media. Classified and extra-duty openings will also be advertised in the *News Review*. If the same or similar vacancy was recently advertised and a sufficient applicant pool is on record, the above newspaper advertisement may be waived at the discretion of the superintendent.

Applications or inquiries concerning job openings will be received by the district on standard district application forms. The selection process will be coordinated and supervised by the superintendent with the involvement of other appropriate individuals. At least one Board member will serve on the interview committee for the selection of administrators.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding.

In accordance with Oregon law, the district may require any candidate as a condition of employment to hold a current, recognized first-aid card. A current employee required to hold a card will obtain it within 90 days from the date on which the district gives notification. All applicants for coaching positions must have and maintain a current first-aid card to be considered for employment as a coach. If qualified coaches are not available, that sport shall be dropped for the season. If equally qualified, current employees of the district will be given preference for coaching positions. Volunteer coaches, previously approved by the Board, may be considered to fill a vacant paid coaching position, thereby, eliminating the need to publicly advertise for the position.

Personnel selected for employment will be notified in writing of their selection following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week and the length of the assignment. Unsuccessful applicants will be notified.

Initial assignments will be made by the superintendent. The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

Legal Reference(s):

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)