

Oregon City School District

Code: **GCC**
Adopted: 10/01
Readopted: 2/11/08; 1/10/11
Orig. Code(s): 3210R

Recruitment of Licensed Staff

The superintendent will develop and maintain a recruitment program designed to attract licensed personnel to the district.

It is the responsibility of the superintendent, with the assistance of other district administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district. Those factors considered will include, but not be limited to, the diverse characteristics of the district. The Director of Human Resources and principal, supervisor or director shall submit a joint written recommendation of hire to the Superintendent for approval of a licensed candidate. The search for licensed staff members may extend to a variety of educational institutions and geographical areas. Present employees who meet the stated requirements are encouraged to apply for any vacant district position.

Licensed candidates approved by the Superintendent shall be submitted to the Board along with a brief description of the individual's experience, training and term of employment.

Licensed candidates elected by the Board shall receive official notice of employment from the Department of Human Resources following the Board meeting. This notification will specify the assignment, the job classification, the salary or hourly rate, length of the workweek and day, and length of the assignment. All other candidates who received a personal interview will be notified when the position has been filled.

Prior to the first date of the assignment, licensed personnel shall present the original of a teaching license valid for the assignment to the Department of Human Resources.

By October 1 of the first year of employment or within one month of the beginning of employment, every teacher new to the district is required to furnish the Department of Human Resources with a current transcript of undergraduate and graduate work completed.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)

[ORS 332.505](#)

[ORS 342.934](#)

[ORS 659.805](#)

[ORS 659.850](#)

[ORS 659A.009](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[ORS 659A.109](#)

[ORS 659A.142](#)

[ORS 659A.145](#)

[ORS 659A.233](#)

[ORS 659A.236](#)

[ORS 659A.309](#)

[ORS 659A.409](#)

[OAR 581-021-0045](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Cross Reference(s):

GBED - Medical Examinations/Drug Testing