

## Posting of Vacancies

Classified vacancies will be posted at least five working days prior to closing the application period. All postings will be provided in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

All postings will notify applicants that equal employment opportunity and treatment shall be practiced by the district. The employers' duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice will be clearly stated.

The Department of Human Resources shall prepare a job opening announcement for all positions to be filled, excepting substitute assignments, using the following information submitted by principals, supervisors and directors:

1. Identification of the position according to the appropriate district job description;
2. Additional responsibilities to be performed and additional criteria sought from applicants;
3. Timelines, including a preferred closing date.

All employees in the bargaining unit will be given access to receive electronic notification of job postings. Physical postings will be sent to those work sites without electronic access. Vacant positions may also be advertised through reputable professional and institutional placement agencies, appropriate agencies and general and specialized media. Positions are also advertised on the district website and available on TalentEd Recruit and Hire and through EdZapp.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (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.  
Section 503 of the Rehabilitation Act of 1973.  
Americans with Disabilities Act Amendments Act of 2008.