

# Paisley School District 11

Code: GC  
Adopted: 2/16/05  
Orig. Code(s): GC

## **Licensed Staff Positions**

### **Establishing Licensed Staff Positions**

The superintendent shall establish licensed staff positions necessary to carry out the district's instructional goals.

Positions so established may include those which carry other than classroom teaching responsibility.

### **License Requirements**

The Board, in adhering to Oregon Revised Statutes, shall require all applicants to hold a valid Oregon license as a condition of employment. Those offered employment in the district must present their original license to the superintendent's office before the Board will consider approving their employment.

Applicants not presenting their license prior to the beginning of school or the first day employment is to begin will not be employed until such license is presented to the superintendent's office.

The district requires licensed staff to submit copies of all license endorsements to the superintendent's office. It shall be each licensed staff member's responsibility to keep all endorsements current and to submit them to the superintendent's office.

### **Hiring of Licensed Staff**

The Board places the responsibility of personnel selection upon the superintendent. Administrative regulations regarding the procedure of personnel selection shall be developed by the superintendent, as necessary, approved by the Board and consistent with the following requirements:

1. All applicants for positions shall complete an application form;
2. The application form will be developed and used in a manner consistent with the fair employment and affirmative action procedures of the district, as prescribed by federal and state statutes and regulations;
3. Applicants will be considered in accordance with district affirmative action plans and with the applicant's training (licensure) and experience;
4. Successful applicants will be employed to work in the district and will be assigned to best meet the requirements of district needs and programs. Employment of licensed personnel will be by written contract, signed and dated by both parties;

5. Only properly licensed personnel shall be assigned to positions as provided in the job descriptions of the district;
6. The superintendent shall regularly review and update, as necessary, the district's application procedures and related forms;
7. The superintendent and/or designee shall conduct interviews with applicants in a manner consistent with approved affirmative action procedures;
8. The superintendent will consider for employment only those who hold proper preparation for the position as described, meet applicable district affirmative action plan requirements and who are otherwise qualified for the position(s) to be filled;
9. Employment of licensed employees will be offered by the superintendent, must be accepted by the applicant and require formal action by the Board at a regular meeting as shown in the minutes;
10. The superintendent will assign and reassign staff members to positions for which they are qualified, as it may be in the best interest of the district or as otherwise included in the collective bargaining agreements.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

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.

**Cross Reference(s):**

GAB - Job Descriptions