

**Prairie City
School District 4**

Code: **GCCA**
Adopted: 12/15/92
Readopted: 06/14/06

Posting of Licensed Staff Vacancies

The district shall attempt to recruit the most suitably qualified applicants for filling any certified/licensed positions. Announced vacancies will be posted in all buildings 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.

A copy of the posting will be sent to association representatives. During the summer vacation such notices will be mailed to the president of the association. All notices will include the following information:

1. Job title;
2. Qualifications: certification/license required;
3. Essential job functions;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other - as may be required/requested by superintendent initiating the job order.

END OF POLICY

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).