

# Pendleton School District 16R

Code: **GCCA**  
Adopted: 6/14/99  
Readopted: 5/10/10  
Orig. Code(s): GCCA

## Posting of Licensed Staff Vacancies

The district shall attempt to recruit the most suitably qualified applicants for filling any teaching or administrative positions. Announced vacancies will be posted on the district Web site. A copy of the posting will be sent to the Pendleton Association of Teachers. All notices will include the following information:

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

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

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).