

**Port Orford-Langlois  
School District 2CJ**

Code: **GB**  
Adopted: 5/10/88  
Readopted: 6/8/04  
Orig. Code(s): GB

**General Personnel Policies**

It will be the policy of the district to review all phases of employment practices and eliminate, if found, discrimination, real or apparent. Formal credentials and demonstrated ability of the applicant to perform the essential functions in the job description and to work with all students and colleagues will be the primary criteria considered in selecting qualified applicants.

It shall be the policy of the district to post all new positions and consider all candidates who meet the qualifications. At the ending of each school year the superintendent shall encourage district personnel to make application for positions in which they are interested and for which they are qualified.

For each position, there will be a job description which shall include qualifications, duties, contractual terms and requirements for the position.

The superintendent or designee shall annually reassess the duties, qualifications and requirements for the position.

The guidelines and criteria for screening and interviewing applicants follows:

1. Screening:
  - a. Check for minimal special education qualifications;
  - b. Check for valid state teaching license;
  - c. Check for subject area or grade specialty;
  - d. Check on candidate's availability;
  - e. Check on position and candidate compatibility.
  
2. Interviewing:
  - a. A personal interview by representative(s) of the district is required.

The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.169](#)  
[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705 \(4\)](#)

**Cross Reference(s):**

EBBA - First Aid