

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

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

Recruitment of Licensed Staff

The superintendent will develop and maintain a recruitment program designed to attract licensed personnel to the district.

It is the responsibility of the superintendent to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district.

The search for licensed staff members may extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diverse characteristics of the district and the requirements of the district affirmative action plan and programs.

Any present employee may apply for any position for which he/she meets the stated requirements.

All applications for licensed positions in the district are made in writing upon application forms furnished by the superintendent's office. Falsification of information on the application is grounds for elimination of the applicant from consideration for a position and for termination of employment.

Requirements

All licensed personnel placed under contract are required to furnish the following prior to actively assuming the assignment:

1. A valid Oregon teaching license;
2. Group health insurance application (district);
3. Official transcript of university and/or college credits;
4. Social security number;
5. Withholding Tax Statement (W-4 form).

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 659.805](#)

[ORS 659.850](#)
[ORS 659A.009](#)

[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.109](#)
[ORS 659A.142](#)

[ORS 659A.145](#)
[ORS 659A.233](#)

[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.409](#)

[OAR 581-021-0045](#)

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. Sections 621-634.
Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101-6107.
Equal Pay Act of 1963, as amended, 29 U.S.C. Section 206(d).
Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.
Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).