

# Rainier School District 13

Code: **GCC-AR**  
Revised/Reviewed: Unknown  
Orig. Code(s): GCC-AR(1)

## **Recruitment of Certified Staff**

1. Candidates must hold Oregon teaching certificates at the time of employment.
2. Candidates must meet all aspects of the appropriate job description.
3. The district will advertise openings widely by contacting teacher placement offices, taking out advertisements in papers as appropriate, and conferring with local districts about open positions.
4. Except in emergency circumstances, no certified employee will be hired without going through a screening and interview committee.
5. The director of hiring will establish screening in criteria consultation with the appropriate administrator, i.e. special education supervisor, building principal.
6. The administrator in charge of the position which is open is responsible for calling at least two references for each of the candidates interviewed.