



Code: CCC
Adopted: 11/18/97
Revised/Readopted: 7/09/08; 6/22/16

Hiring of Licensed Administrators

When administrative vacancies occur, transfers within the existing district administrative staff or other qualified staff will be considered. Administrators will be notified of the vacancy and have opportunity to make application for the position.

Except in those instances when a transfer of administrators or other qualified staff within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions will be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;
2. Applications shall be received via the district's application management system;
3. A screening committee may be appointed by the hiring administrator;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the screening committee, this group shall notify the superintendent of the finalists;
6. The superintendent will interview the finalists and make a recommendation to the Board for appointment to the position.

The superintendent's recommendation will then be presented to the Board for contract approval.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 342.845](#)