

# Riverdale School District 51J

Code: **GC**  
Adopted: 12/14/98  
Readopted: 6/12/06; 9/19/11  
Orig. Code(s): GC, GCD, GCCA-AR

## **Licensed Staff Positions**

The superintendent shall assign licensed staff as necessary to carry out the district's instructional goals.

Positions so assigned may include those which carry other than classroom teaching responsibility.

All licensed staff must hold an Oregon license as a condition of employment and shall present the original license to the superintendent's office before the first day of employment.

All licensed staff shall submit copies of all subsequent licenses to the superintendent's office. It shall be each licensed staff member's responsibility to keep all licenses, including endorsements necessary to fulfill their present responsibilities, current and to submit them to the superintendent's office.

The district shall issue each licensed staff member a contract on terms and conditions consistent with negotiated agreement, Oregon law and other items determined by the superintendent.

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 variety of educational institutions and geographical areas. Those factors considered will be the diverse characteristics of the district and the requirements of the district affirmative action plans and programs.

Present employees are encouraged to apply for any position for which they meet the state requirements.

The district shall attempt to recruit the most suitably qualified applicants for filling any teaching or administrative positions. Announced vacancies will be posted in each building, emailed to staff and posted on the district web site. During the summer vacation such notices will be emailed to staff and posted on the district web site. All notices will include the following information:

1. Job title;
2. Qualifications: certification 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.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

**Cross Reference(s):**

GAA - Personnel: Definitions

GAB - Job Descriptions