

Hiring of Licensed Administrators

When administrative vacancies occur, transfer or promotion of qualified employees within the existing district will be considered. Qualified employees will be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer or promotion of qualified employees within the school system is determined by the superintendent with Board approval, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;
2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent or designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;
3. A screening committee shall be appointed by the superintendent;
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 make a recommendation of those candidates to be interviewed by the superintendent and the Board;
6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

The Board retains the authority to make all final decisions regarding the hiring of administrators.

END OF POLICY

Legal Reference(s):

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