

# Springfield School District 19

Code: **GB**  
Adopted: 6/08/98  
Readopted: 4/23/07  
Orig. Code(s): GB

## General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the district's educational objectives. In filling any certified, classified, or administrative position the district will seek the most highly qualified person available for the position.

The Board, based on the superintendent's recommendation may approve the employment of candidates to fill certified and administrative positions. The superintendent or his/her designee will employ all classified employees, substitutes and part-time personnel as needed.

Vacant positions may also be advertised through professional institution placement agencies, appropriate employment agencies, and general and specialized media.

The personnel office on standard district application forms will receive applications or inquiries concerning job openings. The selection process will be coordinated and supervised by the personnel office, with the involvement of other appropriate administrators and supervisors.

Each candidate selected for a position with the district must possess or demonstrate eligibility for any certificate, license or permit required to fill the position. In addition, the individual must be insurable by the district's insurance carrier for any position requiring liability insurance coverage or bonding, and the employee must satisfactorily complete all post job offer testing mandated for the identified position and meet the requirements of the fingerprinting/criminal records check.

In accordance with Oregon law, the district may require a candidate, as a condition of employment, to hold a current recognized first aid card. A current employee required to hold a card will obtain it within 90 days from the date the district gives notification.

Personnel selected for employment will be notified in writing following Board approval or in the case of classified employee's approval by the Director of Personnel. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work year and the length of the assignment. Unsuccessful applicants will be notified following the formal hiring of the successful job candidate.

Initial assignments will be made by the superintendent or designee.

The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

**Legal Reference(s):**

[ORS 342.169](#)

[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)

[OAR 581-022-0705\(4\)](#)

**Cross Reference(s):**

EBBA - First Aid