

**Saint Helens
School District 502**

Code: CCC
Adopted: 9/23/02
Revised/Readopted: 2/26/07; 8/22/12
Orig. Code(s): CCC

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered in consultation with the Board. 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 within the school system is determined by the superintendent in consultation with the Board, 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 posted for a minimum of 15 calendar days;
2. Applications shall be in writing and directed to the superintendent. Only those applicants who have submitted a complete application packet will be considered for the position;
3. Application packets will be screened at the district level and successful applicants will be made available to the lead administrator of the vacancy;
4. A screening committee will be established by the administration or direct supervisor according to Board policy GB - General Personnel Policies - Hiring Procedures;
5. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
6. The interview committee will follow clear selection criteria for choosing the selected finalists;
7. Upon completion of all interviews by the interview committee, reference checks will be completed and the administrative lead will make a recommendation to the superintendent for the position under consideration;
8. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

END OF POLICY

Legal Reference(s):

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