

Umatilla School District 6

Code: **GCC/GDC-AR**
Adopted: 4/11/96
Readopted: 2/11/04
Orig. Code(s): GCC/GDC-AR

Recruitment of Staff

The Board and administration will adhere to the following procedures for hiring staff and filling vacancies as they occur:

1. Classified Personnel

- a. The administrator/supervisor will obtain superintendent approval to fill any available position(s);
- b. The administrator/supervisor will advertise, accept applications, screen, interview and make recommendations to the superintendent for hiring;
- c. The final decision will rest with the superintendent.

2. Licensed Personnel

a. Teachers

- (1) The administrator will obtain superintendent approval to fill any position(s);
- (2) The administrator will advertise and accept applications;
- (3) The administrator and the superintendent/designee will screen, interview candidates and make the selection of the candidates for each position;
- (4) The Board will have the opportunity to meet the new employee at a future Board meeting.

b. Administrators

- (1) The superintendent will obtain Board approval to fill any available position(s);
- (2) The superintendent will advertise and accept applications;
- (3) The superintendent and other administrators will screen, interview candidates and the superintendent will make recommendations of no less than three final candidates for the position to the Board;
- (4) The Board will interview the recommended candidates and authorize hiring;
- (5) In the event the Board does not approve of any of the recommended candidates, the superintendent will recommend an alternate candidate to be interviewed by the Board.

c. Superintendent

The Board will advertise, accept applications, screen, interview and hire the superintendent.