

# Willamina School District 30J

Code: **GB**  
Adopted: 1/09/89  
Readopted: 3/14/05  
Orig. Code(s): GB

## General Personnel Policies

The quality of the professional and support staff is of primary importance in achieving the educational objectives of the district. In filling any certified or classified position, therefore, the district will seek out and appoint the best qualified person available for the position.

The employment of candidates to fill certified positions will be approved by the Board upon recommendation of the superintendent. The superintendent may employ all classified employees, substitutes and part-time personnel as needed. The Board will ratify such employment, other than substitutes, at its next meeting.

Notice of all regular job openings will be made available to current staff members. Vacant positions may also be advertised through professional and institutional placement agencies, appropriate employment agencies, and the media.

Applications or inquiries concerning job openings will be received by the personnel office on standard district application forms. The selection process will be coordinated and supervised by the superintendent, 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.

In accordance with Oregon law, the district may require any 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 on which the district gives notification.

Personnel selected for employment will be notified in writing of their selection following Board approval. This notification will specify the assignment, the job classification, the salary or hourly rate, the length of the work week, and the length of the assignment. Unsuccessful applicants will be notified. Initial assignments will be made by the superintendent or designee.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.664](#)  
[ORS 408.225](#)  
[ORS 408.230](#)  
[ORS 408.235](#)  
[ORS 653.305 - 653.326](#)

[ORS 659A.309](#)  
  
[OAR 581-022-0705\(4\)](#)  
[OAR 839-006-0435](#)  
[OAR 839-006-0440](#)

[OAR 839-006-0445](#)  
[OAR 839-006-0450](#)  
[OAR 839-006-0455](#)  
[OAR 839-006-0460](#)  
[OAR 839-006-0465](#)

**Cross Reference(s):**

EBBA - First Aid