

**Winston-Dillard  
School District 116**

Code: CCC  
Adopted: 7/10/02  
Readopted: 3/16/11  
Orig. Code(s): CCC

**Hiring of Licensed Administrators**

When administrative vacancies occur, transfer within the existing district administrative staff shall be considered. Administrators shall be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer of administrators within the school system is determined by the superintendent, 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/designee to assemble 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 for the position under consideration;
6. The superintendent's recommendation shall then be presented to the Board for consideration and appointment to the position;
7. An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[ORS 342.845](#)