

## **General Personnel Policies**

The superintendent shall coordinate the personnel activities for the district.

1. Resignation and/or recommendation for discharge:
  - a. All written staff resignations shall be forwarded to the superintendent for appropriate action (GCPB).
  - b. All written administrator recommendations for staff discharge shall be forwarded to the superintendent for appropriate action.
  
2. Vacancy Posting
  - a. All requests to fill a vacancy shall be forwarded to the superintendent's office for appropriate action (Board policies GC, GCC, GDC).
  - b. All applications shall be filed with the superintendent's office if they are to be considered for the vacancy. Those not filed with the superintendent shall not be considered.
  - c. Schools or departments shall not accept applications directly from candidates. Nor shall they meet with candidates before the screening occurs and candidates are selected for interviews. This does not apply to recruitment efforts to gain a pool of applicants.

### 3. Screening Candidates

Screening criteria shall be completed in writing and used to eliminate candidates who do not meet minimum qualifications as stated in the Notice of Vacancy. Such screening devices should be returned to the district with applications and kept on file as provided by OAR 166-400-0050(22).

### 4. Interviewing Candidates - Teacher

- a. The principal of the building where a vacancy exists shall lead the interview session.
- b. An attempt shall be made to involve at least one other administrator or teacher in all interviews. Specifically, the following administrators may be solicited to participate:
  - (1) Other elementary principals for elementary teacher candidates;
  - (2) Other secondary principal for secondary teacher candidates;
  - (3) Coordinator of special programs for special education, Title I and/or talented and gifted teacher candidates;
  - (4) The director of curriculum and instruction for any and/or all teacher candidates;
  - (5) The superintendent.
- c. The principal or designee shall verify experience level.

- d. Teachers may be invited to sit on the interviewing committee in situations where a departmental or team organization exists.
- e. The interview team shall determine questions or types of questions to be asked of candidates prior to holding an interview of any candidate. The questions or types of questions to be asked shall be written. Other questions or concerns may arise during the interview and may be pursued.
- f. The interview team shall discuss the interviewed candidates and determine strengths and weaknesses of candidates.
- g. The principal of the building where the vacancy exists shall call references.
- h. The principal or designee of the building where a vacancy exists shall make the recommendation to the superintendent of the top candidate for the position and other acceptable candidates when possible.
- i. If no candidate among those interviewed is deemed suitable for the position, the principal may ask that the notice of vacancy be posted again.

#### 5. Interviewing Candidates - Classified

- a. The principal or designee, or the district supervisor where a vacancy exists, shall be involved in all interviews and shall lead the interview session.
- b. An attempt shall be made to involve at least one other person in interviewing selected candidates. Specifically, the following persons may be solicited to participate:
  - (1) Other affected principal wherever sharing of position between campuses occurs;
  - (2) Coordinator of special programs for positions involving special education or talented and gifted programs;
  - (3) Director of support services for “head” positions;
  - (4) The superintendent;
  - (5) Assistant principal;
  - (6) “Head” positions for his or her subordinates;
  - (7) Supervisors of departments.
- c. The interview team shall determine questions or types of questions to be asked of candidates prior to holding an interview of any candidate. The questions or types of questions to be asked shall be written.
- d. The interview team shall discuss the interviewed candidates and determine strengths and weaknesses of candidates.
- e. The principal or designee where the vacancy exists shall call references, unless it is agreed that other administrators on the interviewing team shall check references.
- f. The principal or designee shall verify experience level.
- g. The principal of the building where a vacancy exists shall make the recommendation to the superintendent of the top candidate for the position, and other acceptable candidates, when possible.
- h. If no candidate among those interviewed is deemed suitable for the position, the principal may ask that the notice of vacancy be posted again.

6. Recommendation for Employment

- a. The superintendent may contact references of the recommended candidate.
- b. The superintendent or designee shall notify the candidate to be recommended to the Board for employment.
- c. The superintendent shall make recommendation to the Board for employment of licensed staff.
- d. The superintendent or designee shall mail letters to successful candidate concerning employment, after Board ratification.