

## REEDSPORT SCHOOL DISTRICT

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### POLICY: HIRING OF LICENSED ADMINISTRATORS

CODE: CCC

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When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will 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 complete 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. An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the superintendent mutually agree to a shorter time period.

END OF POLICY

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Legal References:   ORS 332.505  
                          ORS 342.845

Adopted:       10/21/98

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