

## REEDSPORT SCHOOL DISTRICT

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POLICY: GENERAL PERSONNEL POLICIES

CODE: GB

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

The employment of candidates to fill certified positions would be approved by the Board upon the superintendent's recommendation. The superintendent will employ all classified employees, substitutes and part-time personnel as needed.

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

Applications or inquiries concerning job openings will be received by the personnel officer on standard district application forms. The selection process will be coordinated and supervised by the personnel officer, with the involvement of other appropriate administrators and supervisors.

Each applicant selected for a position with the district must possess or be in the process of acquiring 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 the district gives notification.

Criminal records checks/fingerprinting will be a district requirement as specified by state law. The district will facilitate the process as feasible to provide fingerprinting services.

Personnel selected for employment will be notified in writing following Board approval. This notification will specify the assignment, the job classification, and the salary or hourly rate.

Initial assignments will be made by the superintendent or designee.

The superintendent will establish regulations governing the recruitment, selection and employment of personnel in accordance with this policy.

END OF POLICY

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Legal References:

ORS 342.169  
ORS 653.305 - 653.326  
ORS 659.340

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