

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE POLICY

Name: Administrator & Supervisor Hiring

Section: Administration

Code: CCB-AP

Bend-La Pine Schools is committed to hiring the most highly qualified administrators and supervisors to serve students and employees of the district. To this end, the district will actively seek applicants who best meet the needs of the district. The responsibility for selection, placement, and assignment of administrators and supervisors shall be vested in the Superintendent, subject to the applicable policies and procedures.

When an administrative or supervisory vacancy occurs, transfers within the existing district administrative, supervisor, or other qualified staff will be considered. Notwithstanding the Superintendent's authority to transfer and assign work, the district will follow hiring procedures in compliance with state and federal law. Current district administrators and supervisors will be notified of vacancies and have an opportunity to apply for the position through the district's standard job posting and application procedures. The process for hiring administrative and supervisory staff will be open and competitive except for when deemed appropriate by the Superintendent.

The Superintendent or designee shall establish hiring procedures to employ qualified administrators and supervisors necessary to carry out the duties as defined by the district. Hiring procedures will be designed to provide an orderly and systematic process for determining job openings, job descriptions, and procedures for recruitment, screening, interviewing and employment. Applicants will be expected to demonstrate qualifications and competence in relation to the needs of the position for which they are applying and will only be recommended for employment following completion of the hiring process.

An administrative employee shall serve a probationary period that does not exceed three years. The administrative employee and district may mutually agree to a shorter probationary period.

END OF POLICY

Legal Reference(s)

ORS 332.107

ORS 342.934

Reviewed: 6/7/2004, 2/13/2023

Approved: 3/14/2023