

BEND-LA PINE SCHOOLS
Administrative School District No. 1
Deschutes County, Oregon
ADMINISTRATIVE REGULATION

Name: Announcement of Job Vacancies
Section: Personnel
Code: GCCA-AR

The district will select the most qualified applicants to fill open positions.

Announced vacancies will be posted in all buildings for a minimum of five working days prior to closing the position. All notices will include the following information:

1. Job title;
2. Qualifications;
3. Essential functions;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other criteria as may be required/requested by administrator initiating the job order.

Announced vacancies shall be posted in an appropriate format to ensure effective communications with all individuals including those with disabilities.

All postings shall notify applicants that equal employment opportunity and treatment shall be practiced in the district. The employer's duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice, will be clearly stated.

Legal Reference(s):

ORS 332.107

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Reviewed: 3/7/11, 3/28/11

Approved: 3/28/11

