

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

Name: Recruitment / Selection of Staff
Section: Personnel
Code: GCC/GDC-AP

It is the responsibility of the Superintendent, with the assistance of other appropriate district staff members, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment. The Superintendent or designee will develop and maintain a recruitment program designed to attract personnel to the district.

The search for staff members may extend to a variety of educational institutions and geographical areas. The diverse characteristics of the district will be considered in the recruitment program. The district shall attempt to recruit the most suitably qualified applicants when filling vacancies. Announced vacancies will be posted to ensure effective communications with all individuals, including those with disabilities. Job postings will notify applicants that equal employment opportunity and treatment shall be practiced by the district. The employer's duties under the Americans with Disability Act, including the duty to reasonably accommodate upon request and with appropriate advanced notice, will also be clearly stated.

Notice of all job openings will be made available to current staff members according to contract provisions. Staff are encouraged to apply for open positions for which they meet the stated duties and/or requirements.

The Human Resources Department will be responsible for the announcement of all job vacancies and all applications for employment shall be received and managed by the Human Resources Department. The Human Resources Department will develop a process and train hiring administrators in best practices for screening, interviewing and selecting candidates for employment. It will be the responsibility of the hiring administrator to interview and recommend a candidate for employment to the Chief Human Resources Officer or designee. Once a candidate has been approved for hire, the hiring administrator or designee shall notify the candidate as well as any unsuccessful candidates whom also interviewed for the vacancy.

If two hiring administrators recommend the same candidate for hire, the Chief Human Resources Officer or designee will confer with the candidate to determine which vacancy the candidate is most qualified for.

The Human Resources Department will be responsible for maintaining application, recruitment, interview and personnel selection records for each vacancy according to applicable records retention laws and requirements.

Legal Reference(s):

ORS 326.051
ORS 332.107
ORS 332.505
ORS 342.934
ORS 659.805
ORS 659.850
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.109
ORS 659A.142
ORS 659A.145
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.409

OAR 581-021-0045

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016)
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012)
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012)
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012)
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2012).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 (2012).
Title II of the Genetic Information Nondiscrimination Act of 2008.
Section 503 of the Rehabilitation Act of 1973.
Americans with Disabilities Act Amendments Act of 2008.

Reviewed: 1/31/11, 3/7/11, 2/14/2023
Approved: 1/31/11, 3/28/11, 3/14/2023