

**South Coast Education
Service District**

Code: **GCD/GDD**
Adopted: 2/08/00
Readopted: 4/10/07
Reviewed: 8/2/17
Orig. Code(s): GCD/GDD

Hiring

Classified/Licensed/Confidential Staff

The ESD will advertise, as needed, screen, interview and hire for positions and report hires to the Board.

Classified employees shall be evaluated for similar satisfactory work experience when hired. An evaluation shall be made by the supervisor to determine if the previous experience will be approved for placement on the salary schedule as provided in the following formula: "For each three years of prior acceptable work experience, one step on the salary schedule may be allowed with a maximum of two steps. No newly hired classified employee shall be placed beyond the third step without superintendent approval."

For licensed employees, consideration for placement on the salary scale will be determined by preparation, licensure and experience. The Board realizes the need for the administration to fill specialized positions and authorizes the administration to provide additional hiring incentives to attract staff in high need, short supply professional staff areas. Non-accredited private school and college teaching experience will not be considered for placement on the salary schedule. The superintendent will approve placement on the salary schedule. Licensed personnel shall hold appropriate credentials as may be prescribed by the ESD Board, the Teacher Standards and Practices Commission and as required by Oregon law.

Confidential employee placement will be determined by preparation and experience.

Director/Supervisory/ Staff

The superintendent or designee will advertise, screen, interview and recommend for hire. A vacancy may be filled by the promotion of a qualified employee based upon the individual's performance, experience and abilities.

An administrator shall serve a probationary period that does not exceed three years, unless the superintendent and administrator mutually agree to a shorter time period.

Superintendent

The Board will advertise, screen, interview and hire the superintendent.

END OF POLICY

Legal Reference(s):

ORS 334.125