

Posting of Licensed Positions

The district shall attempt to recruit the most qualified applicants to fill any teaching or administrative positions.

Notices of vacancies within the district will be posted in all buildings in an appropriate format. Such notification will be made in a timely manner to ensure effective communications with all individuals, including those with disabilities. A copy of the postings will be sent to association representatives. During the summer vacation, such notices will be mailed to the president of the association.

All notices will include the following information:

1. Job title;
2. Qualifications, including license(s) and endorsement(s) required;
3. Performance responsibilities and essential job functions;
4. Special requirements;
5. Terms of employment;
6. Physical requirements as specified under the Americans with Disabilities Act;
7. Salary range;
8. Posting dates;
9. Closing dates;
10. Other, as may be required or requested by the administrator initiating the job posting.

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

END OF POLICY

Legal Reference(s):
[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).