

# Lebanon Community Schools

Code: CCC  
Adopted: 6/16/09  
Readopted: 3/4/10  
Orig. Code(s): CCC

## Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff or other qualified staff may occur.

Except in those instances when a transfer of administrators or other qualified staff within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced prior to the first interview, giving ample time for all interested parties to submit applications;
2. Complete applications shall be submitted in accordance with district requirements in order for the applicant to be considered for the position;
3. A screening committee shall be appointed by the superintendent;
4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;
5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration to the superintendent.

The superintendent's recommendation will then be presented to the Board for appointment.

An administrator shall serve a probationary period of three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

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### Legal Reference(s):

[ORS 332.505](#)

[ORS 342.845](#)