

Amity School District 4J

Code: **GDD**
Adopted: 2/8/89
Revised/Readopted: 8/13/91

Hiring of Classified Staff

All persons to be given consideration for positions on the classified staff shall have such training and skills as may be required to carry out successfully the requirements of the assignment.

As job descriptions and qualifications are developed within the district and included in administrative policies, these shall be carefully studied prior to any interviews by the administrator responsible for employment of classified personnel.

Qualifications of all applicants will be reviewed with those people having the best qualifications and references being personally interviewed.

All classified personnel for auxiliary services shall be appointed by the superintendent with concurrence of the building principal or person to whom the employee would be responsible.

Classified employees will perform their duties as outlined in the school district policy handbook or as directed by the administrative staff.

Classified employees' employment will be governed by the district, federal, and state policies and laws. Amity School District is an Equal Opportunity Employer, and as such, will guarantee equal employment opportunity and treatment in hiring, retention, transfer, promotion, and training of all employees regardless of disability, national origin, race, color, religion, sex, age, marital or parental status.

In order to be considered for employment, a person shall have a high school diploma or equivalent, unless the superintendent approves temporary appointment on the basis that the prospective employee is pursuing a program for receiving a GED. If employed, such a person has one month in which to complete the work or his working agreement shall be terminated.

END OF POLICY

Legal Reference(s):

[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 659.015](#)
[ORS 659.029](#)
[ORS 659.030](#)

[ORS 659.035](#)
[ORS 659.037](#)
[ORS 659.150](#)
[ORS 659.230](#)
[ORS 659.270](#)
[ORS 659.340](#)

[ORS 659.410-659.430](#)
[OAR 581-021-0045](#)
[OAR 581-022-1720](#)

Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(d).

Hiring of Classified Staff – GDD
(continued)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000(e).
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. Sections 621-634.
Age Discrimination Act of 1975, as amended, 42 U.S.C. Sections 6101-6107.
Equal Pay Act of 1963, as amended, 29 U.S.C. Section 206(d).
Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.
Title IX of the Education Amendments of 1972, 20 U.S.C. Sections 1681-1683; 34 CFR Part 106 (2000).