



Code: **GCCA/GDCA**
Adopted: 10/17/95
Revised/Readopted: 7/21/98
Reviewed: 12/2010

Announcement of Job Vacancies

The district will select the most qualified applicants to fill open positions.

Announced vacancies will be posted in all buildings for a minimum of five days. All notices will include the following information:

1. Job title;
2. Qualifications;
3. Essential job functions;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Posting dates;
8. Closing dates;
9. Other criteria - as may be required/requested by administrator initiating the job order.

Announced vacancies shall be posted in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

All postings shall notify applicants that equal employment opportunity and treatment shall be practiced in the district. The employer's 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 334.125](#) (7)

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 1630; 28 CFR Part 35