



**WEST LINN - WILSONVILLE SCHOOL DISTRICT**  
Department of Human Resources

**Administrator Guidelines for Hiring Licensed Staff**

**POSTING:** (Positions must be posted minimum 5 days per Bargaining Agreement)

1. From District Home Page [www.wlww.k12.or.us](http://www.wlww.k12.or.us)
2. Go to Forms and Systems - Click on District Forms - Scroll down to "Other In-District Forms"
3. Select "[Request to Post a Position](#)" Form. **Complete form giving specific details.**

Positions are posted on TalentEd, COSA, and other sites. Point of Contact depends on school level:

**Primary school point of contact:** Madeline Spolin - 503-673-7018 or [spolinm@wlww.k12.or.us](mailto:spolinm@wlww.k12.or.us).

**Middle and High school point of contact:** Natalya Vitale - 503-673-7004 or [vitalen@wlww.k12.or.us](mailto:vitalen@wlww.k12.or.us).

Please be aware that military veterans must be given consideration and if they meet qualifications must be given an interview (Senate Bill 277; ORS 839-006-0435). We can assist you in setting up a filter on TalentEd that will designate who is a veteran.

**BUILDING LEVEL INTERVIEWS:**

Review transfer spreadsheet (PLEASE review Article 13 regarding Transfer Requests); ask Human Resources to check applicant pool for internal candidates.

Review applicant pool; select best candidates for open position. Prescreen via phone or in person. Check that candidate(s) has proper license for your position.

Check that application is complete, including supplemental forms and essay questions. Are there any red flags in the national and regional questions?

Select interview committee among staff members; conduct interviews at school level, have candidate conduct model lesson with students.

Conduct and provide results of written and spoken language assessment for dual language candidates (contact Elisa Lee to coordinate).

Narrow selection to two/three candidates to move forward to district process (no less than 2).

Contact Natalya or Madeline (depending on school level) to schedule district level interviews.

Conduct two [Professional Reference](#) checks. In an email to Madeline or Natalya (cc to Shyla) send candidate names, along with the two reference checks conducted.

**DISTRICT LEVEL INTERVIEWS:**

1. When top candidate is selected, (following interview with Superintendent), candidate is offered position contingent upon successful background clearance, brought to HR Director for welcome and scheduling of further hiring process.
2. *Administrator reviews and signs first page of hire packet, checking for accuracy: assignment, employment status, (temporary or probationary) and start date.*