

RECRUITMENT AND HIRING OF ADMINISTRATIVE OR INDIVIDUALLY-CONTRACTED STAFF

221.1

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related District policies. The primary goals of these processes shall be to attract and identify highly qualified candidates who will demonstrate a high level of performance, a focus on the pursuit of student outcomes, a notable contribution to the forward progress of the District, and effective leadership that results in system-wide followership.

This policy applies to the recruitment and hiring for positions of employment in the District for which the employee and the School Board will execute an administrator contract under section 118.24 of the state statutes, except for the position of Superintendent. This policy also applies to positions that have an individual contract, such as coordinators, directors, instructional support positions, and some student services positions.

The Board delegates the recruitment, selection, and employment functions to the Superintendent or his/her designee. The Board will approve employment contracts according to applicable law. No binding offer of employment may be made and no contract of employment shall be executed until properly approved by formal Board action.

The Superintendent shall define and oversee the implementation of the District's practices and procedures surrounding recruitment, selection, and hiring for the positions covered by this policy. Different practices and procedures may be applied to different types of positions and to specific openings where the administration determines that there is reasonable cause for doing so. However, the following minimum requirements shall be observed in connection with the process that is used to fill positions addressed by this policy:

1. The District shall allow applications that are received from both internal and external applicants for a specific opening.
2. The administration shall not recommend an external candidate to the Board to fill a position covered by this policy unless the hiring manager has completed a background check and employment reference.

3. If applicable to the position, the process shall include verification of the license(s), or sufficient pre-licensure status, of the individual the District intends to employ.

Legal References:

Wisconsin Statutes

Section 19.36(7)	[public disclosure of applicants for local public office]
Section 66.0502	[employee residency requirements prohibited]
Subch. II of Ch. 111	[the state fair employment law]
Section 118.19	[licensure, generally]
Section 118.24	[administrator contracts]
Section 121.02(1)(a)	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

PI 8.01(2)(a)	[school district standard; assure proper license/certification is on file]
PI 34	[licensure requirements]

Federal Laws

Americans with Disabilities Act	[nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]
---	---

Adopted: 05/17/21