

RECRUITMENT AND APPOINTMENT – DISTRICT ADMINISTRATOR

POLICY STATEMENT

- A. When a vacancy occurs in the District Administrator position, the Board of Education will be responsible for seeking qualified applicants, able to perform essential functions, for the position and will follow the procedure as outlined.

POLICY PROCEDURE

- A. The Board of Education will establish a timeline for the posting and hiring process within 30 days of the time that a vacancy occurred.
- B. A consultant may be hired to screen District Administrator applications.
- C. Interviews will be conducted at such times as necessary for the staffing of vacancies in a timely fashion, and all interviews will be conducted in a manner respecting the confidentiality of the interviews.
- D. Representatives of the Board may visit the candidates' district as part of the final screening process. Candidates will be notified before the visit.
- E. A contract may be offered following interviews. A majority vote of the entire Board will be required to appoint the District Administrator.
- F. Employment will be conditioned on a criminal background check.
- G. Candidates will be notified promptly concerning the Board's final selection.

LEGAL REFERENCE: Section 111.31-11.395 Wisconsin Statutes
Section 118.24 Wisconsin Statutes
Section 121.02(1)(a) Wisconsin Statutes
PI 8.01(2)(a), Wisconsin Administrative Code
PI 34 Wisconsin Administrative Code
Americans with Disabilities Act of 1990

CROSS REFERENCE: