

RECRUITMENT AND APPOINTMENT – ADMINISTRATIVE STAFF

POLICY STATEMENT

- A. When a vacancy occurs in the administrative staff, the District Administrator will be responsible for seeking qualified applicants for the position. The District Administrator will have the authority to select and recommend to the Board administrative staff replacements for approval.
- B. All administrative candidates recommended to the Board will meet the qualifications established by the Department of Public Instruction and by the Board and be able to perform the essential functions of the position.

POLICY PROCEDURE

- A. When a vacancy occurs in the administrative staff, it will be listed with selected educational and placement agencies. Applications will also be solicited from qualified members of the staff, if appropriate. A deadline will be set for accepting applications.
- B. The District Administrator may involve citizens, parents, teachers, administrators, and/or students in the candidate screening and interviewing process. The Board will decide whether they will participate in the selection process.
- 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. After all interviews are completed, the District Administrator will make a recommendation to the Board concerning the administrative staff vacancy. Any administrative candidate recommended to the Board will meet or exceed the qualifications established for the position. If the District Administrator's nominee is disapproved by the Board, the District Administrator will make another recommendation. Employment will be conditioned on a criminal background check.
- E. The District Administrator will appoint and contract with all administrative staff members, only upon approval by the Board of Education.

LEGAL REFERENCE: Section 111.31-111.395 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: