

**RECRUITMENT AND APPOINTMENT – DISTRICT ADMINISTRATOR**

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 led by the Board President as follows:

- 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.

ADOPTION DATE: June 14, 1999

REVISION DATE(S): December 12, 2005; March 10, 2023

REVIEW DATE(S): February 9, 2023

CROSS-REFERENCE:

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