

CERTIFIED STAFF RECRUITING/HIRING

Notices of certified staff vacancies shall be posted locally, in selected universities or private placement agencies and, if applicable, in accordance with the current employee agreement. All vacancy notices shall list the essential functions of the position.

Prospective staff members shall be interviewed by the respective building principal and the District Administrator. Teachers may, at the discretion of the administrative staff, be involved in the interview process.

The District Administrator shall make recommendations to the Board for the appointment of all certified staff members. Persons recommended for employment shall meet the qualifications established by law and by the Board for the type of position for which the recommendation is made and shall be able to perform the essential functions of the position. The Board shall not appoint any person to a position without thoroughly reviewing the recommendations of the administrative staff.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

LEGAL REF.: Americans with Disabilities Act of 1990
 Sections 111.31 - 111.39 Wisconsin Statutes
 118.195
 118.20
 118.24
 120.12(1)
 121.02(1)(a)

CROSS REF.: 511, Equal Employment Opportunities
 532, Staff Contracts
 Staff Handbooks

APPROVED: February 19, 1996

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