

533 PROFESSIONAL STAFF RECRUITING/HIRING

The Williams Bay School District recognizes that a sound educational system depends upon consistently using sound procedures for recruiting and hiring personnel. The quality of the educational program in any school system is dependent upon the employment and retention of high-caliber professional personnel.

It is the responsibility of the District Administrator and building principals to determine the personnel needs of the School District and to locate suitable candidates to recommend for employment to the Board. The School Board appoints and contracts with all personnel on the recommendation of the District Administrator. The District Administrator determines the qualifications for positions and submits them to the School Board for approval. The District Administrator or his/her designee assigns, directs, and supervises the work of all employees of the school district.

Interviewing of professional and support staff is the responsibility of the District Administrator with the assistance of principals and other administrators as needed. A personal interview shall be required for all people employed by the District.

It shall be the duty of the District Administrator to see that persons nominated for employment shall meet all qualifications established by law and the Board for the type of position for which nomination is made and be able to perform the essential functions of the job.

There shall be no discrimination against any employee or applicant for employment in violation of the Board's equal employment opportunity policy.

Employment shall be conditional on a criminal background check and proof of required certification (if applicable).

LEGAL REFERENCE: Wisconsin Statutes, Sections 111.31 – 111.39 (Fair employment), 118.195 (Discrimination Against Handicapped Teachers Prohibited), 118.20 (Teacher Discrimination Prohibited), 118.24 (School District Administrator), 120.12 (School Board Duties), 121.02 (1)(a), Wisconsin Administrative Code PI 3, 34, PI 8.01 (2)(a), Americans with Disabilities Act of 1990

CROSS-REFERENCE: 511 (Equal Employment Opportunities)

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