

543 SUPPORT STAFF RECRUITING AND HIRING

The Williams Bay School District Board of Education shall approve the hiring of persons applying for support staff positions with the Williams Bay School District. The selection of support staff members shall be based on the recommendation of the District Administrator, with the board making the final decision. The person recommended must be approved by the board either at a regular or special meeting. If the person recommended is rejected by the board, it shall be the responsibility of the District Administrator to make another recommendation. Short-term (45 calendar days) substitute workers may be employed without board approval.

The District Administrator is responsible for the recruitment, employment, assignment, and termination of all support staff and for managing personnel records. The District Administrator may include other staff members in the selection process and/or delegate portions of the selection process to other administrators. The hiring of educational assistants for students with special needs is delegated to the Director of Special Education.

The District Administrator or Director of Special Education can only hire or assign individuals to positions that have been approved by the Board of Education or are required through a student's IEP (Individual Educational Plan).

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. Criteria for hiring include education, training, previous work experience, previous evaluations in the district or elsewhere, and ability to perform the essential job functions. A personal interview will be required for all personnel who are recommended for employment by the district. It shall be the responsibility of the District Administrator to see that persons nominated for employment shall meet all the job qualifications established by law and by the board and be able to perform the essential functions of the job.

All persons employed by the district shall complete the necessary employment forms required by state and federal laws and regulations. Employment shall be conditional on a criminal background check.

As required by federal law, prospective employees must verify their employment eligibility and attest, under penalty of perjury that the documents they receive (e.g. U.S. passport, birth certificate, social security card, driver's license) are genuine and relate to them. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

Employers are required to retain a Form I-9 for each employee during the period beginning on the date of hire and ending three years after the date of such hire or one year after the date the individual's employment is terminated, whichever is later.

LEGAL REFERENCE: Wisconsin Statutes, 120.12 (School Board Duties),
Americans with Disabilities Act of 1990

CROSS-REFERENCE: 511 (Equal Employment Opportunities)

APPROVED: March 10, 2003

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November 13, 2017

May 24, 2021