

STAFF PERSONNEL

Series 500

Policy Title . . . RECRUITMENT

Code No. 533

Recruitment of the professional staff members of the district shall be the responsibility of the Superintendent of Schools. In the discharge of this responsibility, the Superintendent shall make such use of other administrative and supervisory staff members as may be both practical and effective. All recommendations for hiring staff shall be made by the Superintendent or his designee to the School Board.

As a matter of practice, all such recommendations will first be made to the Personnel Committee of the School Board prior to the Action Meeting where the Board is to act on the Superintendent's recommendation.

Date of Adoption:

March 8, 1976

Reviewed:

December 12, 1988

Amended:

November 11, 1991

Reviewed:

August 11, 2008

Legal Reference: Code of WI

Section 118.24

STAFF PERSONNEL

Series 500

Administrative Regulation Title . . .
RECRUITMENT OF PROFESSIONAL STAFF

Code No.R-533

Although the final recruitment of staff shall be the responsibility of the superintendent, supervisors responsible for evaluation of staff shall likewise be involved in recruitment, interview and recommendation as follows:

1. Make certain all vacancies of existing positions have been posted by the District Office before initiating recruitment procedures.
2. Review the job description for the position to be filled.
3. Prepare an interview schedule for positions where more than one candidate will be reviewed.
4. District Office will notify all state colleges and universities who may prepare staff for your vacancy. Surrounding states will not be overlooked particularly where specialists are involved. You may also choose to send the posting to any college/university, or placement service. State a closing date for application in your notice.
5. Secure applications on file in the District Office.
6. After your deadline has passed and the posting period complied with, review applications received.
7. Establish the procedures for selection and review all laws and district policies regarding discrimination and confidentiality with personnel participating in the selection process.
8. Consider academic preparation, experience in the field, recent recommendations and written application materials when selecting candidates for initial screening. Principal/Supervisor will check references.
9. Send invitations to interview, including all present staff who may have applied.
10. Wait until all candidates selected have been interviewed before offering a contract.
11. Request a criminal background check of the person you are recommending for a contract from the superintendent's office prior to offering a contract.
12. Make certain the candidate has a valid teaching certificate.
13. Send credentials and all other selection criteria along with your recommendation to the District Office.
14. Check the next board agenda to make certain your candidate is listed for consideration.