

**RECRUITMENT AND APPOINTMENT OF ADMINISTRATIVE STAFF MEMBERS**

When a vacancy occurs in the administrative staff, the Director of Human Resources shall be responsible for seeking qualified candidates for the position.

The Director of Human Resources shall advertise the position, review all applications and credentials, and with the assistance of appropriate administrative staff, select candidates to be interviewed and make a recommendation to the Superintendent concerning the administrative staff position. The Superintendent will make a recommendation to the Board. Board members, citizens, parents, teachers, administrators and/or students may be involved in the candidate interviewing process.

All administrative candidates recommended to the Board shall meet state and local qualifications and display the ability to successfully carry out the duties required of the position.

The Board shall give final approval on all administrative staff members at a legally held regular or special meeting. Administrative staff members shall be issued extended contracts in accordance with State Statutes.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.24  
118.245  
121.02(1)(a)

CROSS REF.: 511, Equal Opportunity Employment  
Administrative Staff Job Descriptions  
Administrators' Employment Policy Handbook

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