

STAFF RECRUITING/HIRING

When a vacancy in the professional or support staff occurs, the Director of Human Resources shall be responsible for seeking out the best possible candidates for the position. Vacancies shall be noticed in accordance with provisions of the employee agreements and/or established procedures.

All District staff shall be employed by the Board of Education, upon recommendation of the Superintendent of Schools. Persons recommended for employment shall meet the qualifications established by the Board for the type of position for which nomination is made and be able to perform the essential functions of the position.

Criminal background checks shall be conducted on newly hired full-time and regular part-time employees of the district.

LEGAL REF.: Sections 111.31-111.395 Wisconsin Statutes
118.195
118.20
118.24
120.12(1)
121.02(1)(a)
PI 8.01(2)(a), Wisconsin Administrative Code
Immigration Reform and Control Act of 1986
Americans with Disabilities Act of 1990

CROSS REF.: 230, Job Descriptions
511, Equal Opportunity Employment
523.1, Staff Physical Examinations
531, Professional Staff Positions
534, Substitute Teachers
Current Employee Agreements

APPROVED: July 8, 1997