

Policy #: 533

SCHOOL DISTRICT OF WEBSTER

Date Adopted: October 19, 1993

Date Revised:

Policy Title: Professional Staff Recruiting

RECRUITMENT

It shall be the policy of the Webster Board of Education to recruit and employ all personnel on the basis of individual merit without regard to age, race, color, national origin, religion, or sex and in conformity with the Equal Employment Opportunity Act of 1972. Equal Employment Opportunity includes, but is not limited to, the following areas; employment up-grading, demotion, transfers, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

A search for qualified applicants shall extend to colleges and universities of the State of Wisconsin and outside Wisconsin where appropriate.

SELECTION

The building principal shall be responsible for screening applications for interviewing.

A personal interview shall be required for all people employed by the district.

An interview team will include other administrators and other department personnel. The superintendent must approve the final selection of a candidate.

The building principal will check references of the leading candidates.

The Board shall also interview candidates for administrative positions.

APPOINTMENT

The actual appointment of all staff members shall be made by the Board of Education upon the recommendation of the superintendent.

The School Board recognizes that there will be rare occasions where all the above standards may not be met. In those cases, the School Administrator may use discretion as to how to proceed with the recruiting and selection process. In those cases, however, the Administrator should be prepared to explain to the Board why those changes in procedure were necessary.

Cross Reference:

Legal Reference:

WISCONSIN STATUTES

- [Section 66.0502](#) [employee residency requirements prohibited]
- [Section 111.31](#) [declaration of fair employment policy]
- [Section 118.19](#) [licensure and certification]
- [Section 118.195](#) [discrimination against handicapped teachers prohibited]
- [Section 118.20](#) [teacher/administrator discrimination prohibited]
- [Section 118.21](#) [teacher contracts]
- [Section 118.22](#) [renewal and nonrenewal of teacher contracts]
- [Section 118.24](#) [administrator contracts]

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- [Section 118.25\(2\)](#) [employee physical examination required as condition of employment]
- [Section 121.02\(1\)\(a\)](#) [school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

WISCONSIN ADMINISTRATIVE CODE

- [PI 8.01\(2\)\(a\)](#) [school district standard; assure proper license/certification is on file]
- [PI 34](#) [licensure requirements]

FEDERAL LAWS

- [Americans with Disabilities Act](#) [nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]