

**Policy #: 543**

**SCHOOL DISTRICT OF WEBSTER**

**Date Adopted: 10/19/1993**

**Date Revised: 11/24/2014**

**Policy Title: Support Staff Recruiting/Hiring**

**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 appropriate Administrative Personnel 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 supervise the search and interview process for support staff 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.

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Cross Reference:

Legal Reference:

### WISCONSIN STATUTES

- [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]
- [Section 121.02\(1\)\(a\)](#) [school board standard; employ teachers, supervisors and administrators with appropriate license/certification]

### 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]