

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

PROFESSIONAL STAFF POLICIES

PROFESSIONAL STAFF RECRUITING / HIRING

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The School District of Pittsville's Board of Education is committed to securing the best personnel available for all professional positions. While the Board cannot waive its responsibility to employ professional staff, it assigns the responsibility for staff member recruitment to the administrative staff. It is the responsibility of the administrative staff to recruit and recommend the best available candidate for professional staff positions. Professional staff shall be contracted by the Board of Education upon recommendation of the District Administrator.

Persons recommended for employment shall meet the qualifications established by law for the type of positions for which the recommendation is made and be able to perform the essential functions of the job. Candidates' competencies, credentials, and references shall be verified prior to a recommendation to the Board. It is the policy of the Board that the best qualified candidate available shall be offered the position.

The Board or its designated personnel shall be involved in the recruitment, screening, and interviewing of candidates for full-time administrative positions.

Selection of professional staff shall be made without regard to the candidate's age, race, sex, sexual orientation, religion, pregnancy, marital status, creed, political affiliation, national origin, ancestry, color, physical, mental, emotional, or learning disability or handicap, arrest or conviction record, membership in the national guard, state defense force or other reserve component of the military forces of Wisconsin or the United States, or any other reasons prohibited by state or federal law.

When a vacancy occurs which extends the recruitment period beyond the beginning of school or the starting date of the position, a certified substitute teacher may be employed until the selection process is completed.

In the case of summer school and other temporary contract professional staff hiring, some of the provisions set forth above may be waived by the District Administrator or designee.

Legal Ref.: 111.31-111.395, Wisconsin State Statutes
118.19-118.20, Wisconsin State Statutes
118.24, Wisconsin State Statutes
120.12(1), Wisconsin State Statutes

Cross Ref.: PI 3, Wisconsin Administrative Code

Updated: August 11, 2014