

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

ADMINISTRATION

ADMINISTRATION

ADMINISTRATIVE STAFF RECRUITING/HIRING

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The School District of Pittsville Board of Education is committed to securing the best personnel available for all administrative positions. When an opening in the district administration occurs, the Board of Education shall aggressively recruit in an effort to fill the position. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully perform the essential duties of the District Administrator with or without reasonable accommodation.

The Board shall inform various placement agencies of the vacancy in administration. The Board, as a whole, shall select and appoint the District Administrator at a legally held regular or special meeting of the Board. A majority vote of the Board shall be required.

The District Administrator shall confer with the Board on the selection process to be used in filling administrative staff vacancies. Administrative staff members shall be appointed by the Board, 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.

Selection of administrative 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.

*Legal Ref.: Sections 111.31-111.395, Wisconsin State Statutes
Section 121.02(1)(a), Wisconsin State Statutes
PI 8.01(2)(a), Wisconsin Administrative Code
American with Disabilities Act of 1990*

Adopted: March 12, 2001