

POLICY 2211

RECRUITING AND HIRING -ADMINISTRATIVE, SUPERVISORY AND TECHNICAL  
PERSONNEL

The Superintendent of Schools shall be responsible for seeking qualified candidates to fill administrative, supervisory and technical personnel vacancies in the District.

Administrative, supervisory, and technical personnel shall be employed by the School Board upon recommendation of the Superintendent. All candidates recommended to the Board shall meet or exceed state and District job descriptions and display the ability to successfully carry out the essential functions of the position.

The selection, assignment and transfer of administrative, supervisory and technical personnel shall be done in accordance with established District policies and procedures.

Responsibilities for all administrative, supervisory and technical personnel shall be defined in position descriptions.

LEGAL REF: Wisconsin Statutes

Sections 111.31 - 111.395 (Fair employment standards - employee discrimination)  
118.24 (Employment of administrators)  
121.02(1)(a) (Hiring staff with proper certification/license/permit)  
Americans with Disabilities Act of 1990 (Disability discrimination)

CROSS REF:

1240, Access to Public Records  
2251, Evaluation - Administrative, Supervisory and Technical Personnel  
2720, Shared Decision Making  
4110, Equal Employment Opportunity and Affirmative Action  
4223, Staff Misconduct Reporting  
4231, Staff Physical Examinations  
4330, Staff Selection and Hiring Process  
4331, Conflicts of Interest (Nepotism)  
4332, Criminal Background Checks  
Current Employment Practices Policy for Administrative, Supervisory and Technical Personnel  
Administrative, Supervisory and Technical Personnel Position Descriptions

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: April 22, 1991  
May 25, 1993  
July 25, 2000  
June 26, 2007

RULE 2211

RECRUITING AND HIRING -ADMINISTRATIVE, SUPERVISORY AND TECHNICAL  
PERSONNEL

1. Qualifications for specific administrative, supervisory and technical positions are determined by the Superintendent of Schools and submitted to the Board for approval. Such qualifications shall include the essential functions of the job and the general qualifications for such positions outlined in the current employment practices policy for administrative, supervisory and technical personnel.
2. The Office of Human Resources, acting upon direction from the Superintendent and consistent with procedures outlined in the current employment practices policy for administrative, supervisory and technical personnel, shall:
  - post vacancy notices,
  - respond to inquiries,
  - develop candidate personnel files,
  - screen candidate files, and
  - establish interview schedules for qualified candidates.
3. Interviews are conducted as necessary for the staffing of administrative, supervisory or technical personnel vacancies.
  - a. Interviews are conducted by District administrative personnel upon direction of the Superintendent. Board members may elect to participate in the interview process by contacting the Superintendent. Shared decision-making teams and community representatives may be involved in the interview process.
  - b. Sample topics and typical questions for discussion during interviews, as well as interview appraisal forms, may be requested by the Board. Assistance in preparing for interviews, as requested, is provided by the Board and by the Superintendent.
  - c. Interviews shall be conducted in a manner respecting confidentiality.
4. Except in emergency situations, recommendations for employment of administrative, supervisory, and technical personnel are made by the Superintendent to the Board at least 48 hours in advance of requested Board action regarding the recommendations. The superintendent shall make supportive information regarding candidates available to the Board with all recommendations by the Superintendent.
  - a. Candidates must furnish appropriate evidence of preparation and experience and licensure or certification where required. Licensure, or a letter attesting to steps taken to obtain certification, shall be on file at the time of employment appointment.
  - b. Any person employed who did not have the required licensure/certification at the time of employment but who provided a letter attesting to how that licensure/certification would be obtained must furnish the appropriate evidence of licensure or certification at such time specified by the Superintendent or designee in accordance with state law and District policies, rules and regulations. Any person failing to furnish the appropriate evidence of licensure or certification at such time will be suspended without pay until evidence is presented.
  - c. A criminal background check shall be conducted on all candidates recommended for employment in accordance with District policy.
5. If the Superintendent's nominee is disapproved by the Board, another nomination may be submitted.