

PERSONNEL

Recruitment and Selection

The Assistant Superintendent, Business/Personnel Services is responsible for coordinating and directing the recruitment and selection of professional staff and support personnel. The Director of Human Resources is responsible to the Assistant Superintendent, Business/Personnel Services for the daily operations of the Human Resources Department and for personnel tasks.

All applications for employment shall be received and processed by the Human Resources Department. Some recruitment functions to be performed include:

1. Maintaining a current list of vacancies and processing applications via the district's web site and by direct receipt.
2. Requesting that the supervising administrator confirm job requirements for the vacated position.
3. Posting vacancies on the web page, notifying staff and informing appropriate university and employment agencies about vacancies.
4. Responding to vacancy inquiries.
5. Communicating application procedures.
6. Retaining applications for a one year period unless an applicant requests that their application be withdrawn.

Identification of Position Opening

Notification of resignation and requests for retirement and leaves of absence by administrators must be provided in writing to the Superintendent. For all other staff such notices and requests are to be provided in writing to the Director of Human Resources. All such requests shall be acknowledged and acted upon in writing.

Requests for additional staff must be made to the Superintendent's Cabinet for consideration on a form provided by the Human Resources Department. The Superintendent shall forward recommendations to the appropriated board committee for their consideration and recommendation to the board for final action.

Screening

The supervising administrator(s) shall screen the applicant pool, select individuals to be interviewed and submit those names to the Human Resources Department. The screening of applications shall take place at the Human Resources Department or if available via the district's computer system.

Interviewing

The Director of Human Resources shall schedule interviews if a minimum of three qualified candidates are available. Whenever possible, at least three, but no less than two, persons shall constitute the interviewing team, including at least one building administrator, and where applicable, a curriculum coordinator.

Recommendation for Employment

The interviewing team shall discuss applicant performance after the interviews and arrive at a consensus on whom to recommend for hire to the Director of Human Resources.

A written recommendation for employment shall be prepared by the Director of Human Resources and presented to the Superintendent.

The Superintendent shall submit employment recommendations to the Board as required. A candidate may be hired prior to Board approval if the Superintendent deems it in the best interest of the district.

Criminal Records Check

Prior to anyone being hired, the Human Resources Department shall conduct a criminal records check through appropriate means. If a conviction or pending charge is revealed which the candidate failed to disclose as required on the Release of Information form, the application for employment will be rejected. If a conviction or pending charge is confirmed which the candidate had disclosed, a determination of eligibility for employment shall be made in consultation with legal counsel.

Employment

The Director of Human Resources shall provide the Superintendent with the necessary employment information on a new employee.

The Superintendent shall prepare administrator and teacher employment contracts and secure candidate signatures as needed. The Director of Human Resources shall prepare all other staff salary/wage documents and secure signatures as needed.

All offers of employment to teachers or administrators are tentative and subject to the action/approval of the school board. A majority of the full membership of the school board is required to hire a teacher or administrator. All other employees are hired by a process established by the Superintendent/designee followed by ratification of the school board.

Other Employment Requirements

The Director of Human Resources shall prescribe and follow an orderly process consistent for each new hire that will explain available benefits and secure enrollment as appropriate. The Director shall also insure that all needed documentation is acquired to prove citizenship, verify licensure, insure qualifications and comply with all other such state and federal documentation standards as may be required.

Legal Reference: Wisconsin State Statute 111.335 - Arrest or conviction record; exceptions and special cases; 118.22 (2) - Renewal of teacher contracts; and 118.24 (6) – School district administrator.

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