

**Staff Recruiting and Hiring
Board of Education
Wrightstown Community School District**

The quality of the staff is the major component of an effective educational program. The Wrightstown Community School District will make every effort possible to attract and select the best-qualified personnel for all district positions. Recruitment and hiring practices will be in accordance with Wisconsin Statutes 118.21 and 118.24 and provisions of current employee agreements.

It is the responsibility of the District Administrator, with the assistance of other administrators, to determine personnel needs of the district and individual schools and to locate suitable candidates to recommend for employment.

The recruitment of qualified applicants may extend to a wide variety of educational and professional institutions and geographical areas. Local and area media and technology resources will be used in the recruitment of qualified applicants. Recruitment procedures will not overlook the talents and potential of individuals already employed by the district. Any current employee of the district may apply for any position for which they are qualified and certified.

The District Administrator or designee shall direct the screening and selection of candidates for teaching, staff and administrative positions. It is the responsibility of the District Administrator to see that the candidate recommended for employment meets the qualifications established by the Department of Public Instruction and school board policies for the position and clears all necessary pre-hiring background checks.

A final interview for all professional staff hires will include the District Administrator, Building Administrator and, when possible, a member of the Board Human Resource Committee. A member of the Board Human Resource Committee, when possible, will also participate in interviews for administrative positions.

The District Administrator has the authority to solicit interest in the position, identify the matters of compensation, and offer a tentative contract to the finalist prior to Board confirmation, but always with the understanding that the contract is contingent on Board approval. In extenuating circumstances or restricted timeline situations, the Board authorizes the District Administrator to extend the contract to a teacher, have them begin employment, and later submit for final approval by the Board. The board will be notified of tentative contract offers and emergency contract offers within 24 hours.

The District Administrator shall present the hiring recommendation to the Board for their appointment at a Regular/Special Board Meeting. The recommendation will include the name of the candidate, educational degree, past experience, and expected compensation.

The Wrightstown Community School District does not discriminate in the employment of staff, in the educational program or activity that it operates for students, or in the treatment of students, staff, or families on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer, students, or families

about religious matters or political matters, or any other characteristic protected by law in its employment or instructional practices.

Legal References: Wisconsin State Statute 118.21; 118.24

Adopted: 12/20/06

Reviewed: 11/16/11

Revised: 12/16/2015, 10/19/2016, 12/21/22