

SCHOOL DISTRICT OF MAYVILLE

221.1

**RECRUITMENT/APPOINTMENT OF
ADMINISTRATIVE STAFF MEMBERS**

The District Administrator shall seek applicants for Principal positions through the normal channels. Recommendations of the District Administrator shall be presented to the Board of Education and the appointment shall be upon its direction.

Appropriate time and money shall be allowed the District Administrator in locating competent Principals. The search need not be limited to the immediate locality.

It shall be the duty of the District Administrator to see that persons nominated for employment meet all qualifications established by law and the Board and be able to carry out the essential functions of the position. Any person employed in a Principal's position of 50% or more in the School District of Mayville shall be required to reside within 25 miles of the city of Mayville. All administrators are required to have published phone numbers in the Mayville phone directory.

If the administrator chooses to live out of the district, he/she will be required to publish their cell phone number so that residents or staff has the ability to contact them if needed. Also, the administrator will be required at their expense to have a cellular or mobile phone in their vehicle so that they may be contacted while enroute. Business calls and \$15.00 toward the service charge will be paid per month and shall be reimbursed through the normal reimbursement procedures.

LEGAL REF.: Sections 111.31-111.395 Wisconsin Statutes
118.24
121.02(1)(a)
Americans with Disabilities Act of 1990

CROSS REF.: 222.1, Administrative Staff Contracts
511, Equal Opportunity Employment

APPROVED: March 3, 1997
ADOPTED: April 7, 1997
REVIEWED:
REVISED: June 1, 1998, October 15, 2001

Signatures of School Board Members:
