

## SCHOOL DISTRICT OF MAYVILLE

533

### STAFF RECRUITMENT AND HIRING

When a staff vacancy occurs, the District Administrator shall be responsible for seeking out the best possible candidates for the position. All vacancies shall be posted in accordance with provisions of the employee agreement and/or established District procedures.

Professional and support staff members shall be employed by the Board of Education, upon recommendation of the District Administrator. Whenever possible, building principals shall advise the District Administrator in the selection of candidates for employment.

Should a person recommended by the District Administrator be rejected by the Board, it shall be the duty of the District Administrator to make another recommendation.

The District Administrator shall see that all persons recommended for employment meet the qualifications established by the Board for the type of position for which nomination is made and are able to perform the essential functions of the job.

The District Administrator shall have the authority to make appointments to fill all professional and support staff vacancies on a temporary basis for continued efficient operation of the school.

LEGAL REF.: Sections 111.31-111.395 Wisconsin Statutes

118.19  
118.195  
118.20  
118.24  
120.12(1)  
121.02(1)(a)

Americans with Disabilities Act of 1990

CROSS REF.: 221, Recruitment/Appointment of District Administrator  
221.1, Recruitment/Appointment of Administrative Staff Members  
511, Equal Opportunity Employment  
511.1, Employment of Persons with Handicaps/Disabilities  
512, Sexual Harassment  
Administrative Directive 523.11, Bus Driver Drug and Alcohol Testing Procedures  
534, Substitute Teachers  
Employee Job Descriptions  
MEA Agreement

APPROVED: August 12, 1968  
ADOPTED: October 14, 1968  
REVIEWED:  
REVISED: August 25, 1977; August 2, 2004

Signatures of School Board Members:

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