

PROFESSIONAL STAFF HIRING

The Board of Education has the legal responsibility of approving the employment of all professional employees. While this responsibility cannot be waived, the Board assigns to the superintendent the process of recruiting staff members. In carrying out this responsibility, the superintendent will involve various administrative and teaching staff members as needed. All professional personnel selected for employment must be recommended by the superintendent and approved by the Board.

Professional staff members shall be certified in accordance with the requirements of the Department of Public Instruction prior to employment by the Waunakee Community School District, as provided in state law. A copy of the certificate, license or permit shall be submitted to the superintendent.

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. A personal interview will be required for all personnel who are employed by the District.

Personnel hiring and administration in the District shall be conducted so as not to discriminate against employee or applicant on the basis of race, citizenship, religion, political affiliation, disability, sex or sexual orientation, age, national origin, handicap, marital status, ancestry, color, arrest or conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, use or nonuse of lawful products during non-working hours, or any other reason prohibited by state or federal law.

Criteria for hiring include qualifications, previous work experience, previous evaluations in the District or elsewhere, and ability to perform the essential job functions.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

As required by federal law, each prospective employee must verify their employment eligibility, and attest under penalty of perjury that the documents he/she has presented (e.g. U. S. Passport, birth certificate, social security card, driver's license) are genuine and relate to him/her. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

Legal Ref.: Sections 111.31-111.395 Wisconsin Statutes
121.02(1)(a)
118.21(2)
Immigration Reform and Control Act of 1986 (IRCA)
Americans with Disabilities Act of 1990

Cross Ref.: WTA Contract
511, Equal Opportunity Employment (Affirmative Action)
524.1, Staff Conflicts of Interest
733, Data Management

Adopted: 11/8/82

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5/11/92
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Waunakee Community School District