

513 - Recruitment and Hiring of Employees

This policy addresses the recruitment and hiring of employees in the School District of Auburndale. All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related School Board policies.

The Board, without being bound by any administrative recommendation, is responsible for the final decision to employ an employee and to enter into any contract with an employee. In making its discretionary employment decisions, the Board may consider any aspect of the individual's candidacy, regardless of whether the administration also assessed such issues and found the candidate acceptable to recommend to the Board for possible employment. To the extent required by law, employees will be employed only by a majority vote of the full membership of the Board.

After the Board has voted to employ an individual in a position covered by this policy and approved the terms and condition of any individual employment contract, and also provided that any remaining contingencies have been addressed as required by this policy, the District Administrator, acting as the Board's authorized agent, may execute the employment contract on behalf of the Board.

The District Administrator and building principals are responsible for ensuring that the District's practices and procedures surrounding recruitment, selection, and hiring for professional positions address the following:

1. Adequate and timely planning surrounding the District's staffing needs. Such planning shall consider issues such as changes in the District's programs and curriculum, changes in student enrollment, and anticipated changes among staff (e.g., anticipated attrition, anticipated retirements, etc.);
2. Prior to seeking candidates, identifying and incorporating into the job notice/posting any specific District needs or preferences (e.g., multiple licenses, particular prior experience, etc.) that relate to the duties and responsibilities that the District may assign to the individual selected for the specific position;
3. A reasonably consistent and reliable process for informing potential applicants of openings in positions that the District expects to fill;
4. The use of application screening, candidate assessment, and related selection procedures and materials that are appropriate for the position being filled and that incorporate practices that are intended to identify and emphasize the objective and subjective information that is most relevant to the District's selection decision;

5. Providing appropriate training and guidance to individuals who are involved in the screening, assessment and selection processes;
6. A plan for expediting the recruitment and hiring process in situations where time is of the essence or where some other exceptional need arises; and
7. A process for identifying and employing qualified substitutes, limited-term employees, and other temporary employees whenever needed or whenever determined to be in the District's best interests.

As to the process used to fill all positions addressed by this policy, the following minimum requirements shall be observed:

1. Except where the Board fills a position with either (a) an internal candidate where the change in positions requires a modification to the employee's contract; or (b) a highly-qualified external candidate who was previously identified in connection with the District's recent recruiting for a similar position, the District will seek and consider applications that are received from both internal and external applicants in response to the advertisement of a specific opening. Nothing in this paragraph prohibits the administration from transferring or reassigning qualified staff without Board approval where such personnel actions do not require a modification of the employee's individual employment contract.
2. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the administrator with primary responsibility for identifying the administration's recommended candidate:
 - a. has personally interviewed the individual who is being recommended to the Board;
 - b. is satisfied that the individual is sufficiently qualified for the position and capable of performing the essential functions of the position (either with or without reasonable accommodations); and
 - c. is satisfied that the District would not be better served by reopening recruiting for the position or considering some other method of satisfying the staffing need.
3. Unless fully satisfied prior to the point at which an offer of employment is made, all offers of employment made to candidates for administrative positions shall be made expressly contingent on the following:
 - a. verification of current licensure or verification of other pre-licensure status (e.g. provisional license or permit) that is acceptable to the District

and that is sufficient for the position in question under the rules and guidelines of the DPI; *

- b. completion of a criminal and professional background check, with results that the District Administrator or his/her designee, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment; *
- c. completion of any required physical examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
- d. if applicable, the candidate providing documentation acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if such contract were not released, would prevent the Board from contracting with the candidate; and
- e. the Board's wholly discretionary approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

**It is the Board's strong preference that the administration verify a candidate's licensure status and conduct and initially review the results of all criminal, professional, and personal background checks prior to extending even a conditional offer of employment.*

Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above in this policy) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, unless expressly approved by the Board in an individual case with such advice from legal counsel as the Board deems necessary or appropriate, the District shall not execute any contract with any employee for any position until all outstanding contingencies have been satisfied.

Nothing in this policy shall be interpreted to prevent the Board from deciding to address staffing needs by means other than hiring individuals who are employed directly by the District. Examples of alternative staffing options (which may also be recommended to the Board by the administration) include contracting with a Cooperative Educational Service Agency and entering into an inter-governmental agreement.

Hiring Practices/Rules:

All District employment opportunities will be posted internally for a period of FIVE days. After five days, the position will be posted externally, outside of the district, for TWO weeks or until filled, whichever comes first. Upon completion of their teacher certification in the State of Wisconsin, graduates of the School District of Auburndale will be guaranteed an interview for any posted teaching position they are certified to teach within the District.

Hiring Committees:

The following hiring committees should be utilized in the interviewing process based upon the job opening. Every attempt should be made to secure the interviewing committee prior to interviewing candidates for open positions. *

Instructional Staff: Superintendent, principal(s), school board member, a teacher from the grade level or discipline of the opening, or other employee having an evaluator, mentoring, or supervisory role.

Paraprofessional Staff: Evaluator of the person, a member of the department/area of the opening, superintendent, or his/her designee.

Head Coach: Athletic director or assistant athletic director, secondary principal, assistant coach of sport opening, a female head coach, male head coach, a booster club designee, and a school board member.

Assistant Coach: Athletic director or assistant athletic director, secondary principal, head coach of the sport that has the opening.

Principal: Superintendent, 1 parent, 1 community member, director of special education, curriculum coordinator, building principal, board of education, guidance counselor, building administrative assistant, 4 certified teaching staff.

School Psychologist, Special Education Director: Superintendent, parent of a special education student, 2 principals, special education teacher.

Guidance Counselor: Superintendent, building principal, 2 teachers, school psychologist, mental health coordinator.

Assistant Principal, Curriculum Coordinator: Superintendent, building principal, 2 teachers, building administrative assistant.

Finance Director, Safety Coordinator: Superintendent, school board, principals, bookkeeper, head custodian.

Mental Health Coordinator: Superintendent, principals, counselors, school psychologist.

Network Administrator: Superintendent, principals, finance director, computer/technology teacher(s).

**Nepotism needs to be avoided when selecting interviewing committees. See Anti-Nepotism Policy.*

Legal References

Wisconsin Statutes

Section 66.0502	[employee residency requirements prohibited]
Section 111.31	[declaration of fair employment policy]
Section 118.19	[licensure and certification]
Section 118.195	[discrimination against handicapped teachers prohibited]
Section 118.20	[teacher/administrator discrimination prohibited]
Section 118.21	[teacher contracts]
Section 118.22	[renewal and nonrenewal of teacher contracts]
Section 118.24	[administrator contracts]
Section 118.25(2)	[employee physical examination required as condition of employment]
Section 121.02(1)(a)	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

Wisconsin Administrative Code

PI 8.01(2)(a)	[school district standard; assure proper license/certification is on file]
PI 34	[licensure requirements]

Federal Laws

Americans with Disabilities Act	[nondiscrimination on the basis of disability; ability to perform essential functions of the job with or without reasonable accommodations]
---	---

Cross References

514 - Anti-Nepotism
Employee Handbook

Adopted: November 16, 2022

Revised: September 18, 2024