



EMPLOYMENT PROCESS

These employment processes apply to all District openings unless an exception is made by the Human Resources Director.

I. Job Posting

When a position becomes vacant or a new position is created, and the District has decided to fill the vacancy, notice of such available position will be posted internally and may be posted externally simultaneously for a minimum of five (5) working days, unless the District requires a shorter posting period due to pressing needs. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period.

Vacancy notices will be posted on the District web site under the “Employment Opportunities” tab of the Human Resources page, District buildings, and other sites as deemed appropriate. Postings may also be available in the Human Resources Office. The vacancy notice will include a basic description of the position duties, essential credentials, a filing deadline, and the name of the contact person.

External applicants for all positions must complete an application. External applicants for certified positions (teachers and administrators) plus supervisors and directors must provide the following:

1. cover letter;
2. application;
3. resume;
4. references; and
5. copies of transcripts and licenses.

Internal applicants (individuals already employed by the District) can apply for openings indicating their interest through WECAN.

II. Procedures

The procedures described below represent the requirements to help ensure that a fair and objective process exists for the hiring of the best possible candidate.

1. When a vacancy occurs in the District, a posting form is submitted to the Human Resources office for approval and posting.
2. Any employee interested in a posted vacancy can apply through WECAN.
3. In order to determine whether individuals are qualified and capable to perform the duties, the hiring supervisor/principal, or their designee, must interview the candidates to understand their skills, knowledge and abilities.

4. Interviews may be more detailed or briefer based on whether the position is incremental or a new position.

III. Interviewing

To maximize learning for students, the District wants to ensure that we have employees well matched to their positions. The interview process is a valuable tool for a supervisor to assess an applicant's suitability for a position. It is also the applicant's opportunity to gain knowledge about the duties and responsibilities of the position and the current and future working environment.

Interview teams will be determined by the hiring supervisor and approved by the Human Resources Director and should be tailored to match the size, scope and complexity of the job. The teams may include administrators, certified staff members, classified staff member, District students, parents of District students and community members. At a minimum, the interview team should prepare for the interview by reviewing the application materials, the position description and the qualification requirements for the position. All interview teams are bound by the confidentiality section of this handbook.

At the conclusion of the initial interview process, there may be a recommendation for employment or, if necessary, a recommendation for additional rounds of interviews. Additional preparation will be done prior to interviews when the interview team convenes.

IV. Selecting

The District recognizes that a world class educational system depends upon consistently using sound procedures for selection of candidates for various positions. The District retains the right to select a qualified applicant for any position based upon stated position descriptions and posted job requirements and qualifications. The District considers qualifications that are related to the position and exceed those minimum qualifications listed in the position description.

The term applicant refers to both internal and external candidates being considered for the position. Seniority helps prepare employees through career growth and experience, but it is not the primary selection criteria.

The District does not discriminate against any applicant for employment on the basis of the protected class, race, color, creed, religion, sex (including transgender status, change of sex, sexual orientation, sexual stereotypes, sex characteristics, or gender identity), national origin, ethnic background, age, pregnancy, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service ancestry, arrest record, conviction record, (as defined in 111.32, Wis. Stats.), use or nonuse 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 about religious matters or political matters, or on any other characteristic protected by law or other Board policies in its employment process. Employment decisions will be made on the basis of each applicant's job qualifications, experience, selection process assessments, background checks, references and abilities.