

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.23(2)  
CERTIFICATED STAFF HIRING**

**(a) GENERAL**

1. It shall be the duty of the Superintendent and of persons to whom this authority is delegated to see that persons nominated for employment in the Milwaukee Public Schools meet all certification requirements established by the Board and the state for the type of position for which nomination is made.

2. All prospective appointments at whatever level of operation shall be brought to the attention of the appropriate committee and then to the Board for review prior to any commitments to fill them. Temporary appointments, however, may be made conditional upon an affirmative vote of the Board.

3. The following guidelines shall also govern the appointment of certificated staff members:

**(b) TEACHING PERSONNEL**

1. The requisite qualifications of a teacher for appointment by the Board shall be a bachelor's degree from a standard college or university, a Wisconsin license to teach, and a certificate of satisfactory state of health for public school teaching services from an appropriate medical examiner. Failure to secure and file evidence satisfactory to the Superintendent, indicating the possession of these items establishing qualification, shall be cause for termination of employment at the end of the initial semester of service.

2. A valid Wisconsin State license to teach shall be required of all teachers as long as they are employed in the Milwaukee Public Schools; however, exceptions to this may be made for a teacher in a field of specialization, provided the teacher presents to the Superintendent satisfactory evidence of the necessary educational preparation and fitness to teach or function in that field of specialization.

3. All newly hired elementary teachers shall be required to have six college hours of reading training.

4. The examination of all applicants for teaching positions as to their qualifications shall be conducted by the Superintendent and designated assistants, and the results of such examination shall be available for inspection by the appropriate committee.

5. All appointments approved by the Board may be made to the unassigned list; assignments shall then be made by the Superintendent.

**(c) ADMINISTRATIVE AND SUPERVISORY PERSONNEL**

1. Upon receiving recommendations of the Superintendent for the appointment of supervisory personnel, the committee may make an inquiry into the professional and personal qualifications of the Superintendent's recommended candidates.

2. These inquiries may be open to the public at the discretion of the Board or the committee. All members of the Board may be present at and may participate in the conduct of such inquiry by the committee.

3. Following such an inquiry, the committee, as it may deem necessary and appropriate, shall make its report and recommendation to the Board, which shall then consider and take action upon the committee's recommendation. The committee shall not be permitted to hold the Superintendent's recommendations for appointments in committee.

**History:** Revised 5-25-82

**Legal Ref.:** W.S. 42.70(2), 119.18, 119.32, 121.02(1)(a)

**Contract Ref.:** MTEA Contracts (Teachers and Substitute Teachers), ASC Contract, PAMPS Contract

<b>Cross Ref.:</b>	Admin Policy	6.08	Health and Safety: Staff
		6.19	Positions: Staff
		6.23	Recruitment and Hiring: Staff
		6.24	Residency: Staff
		6.25	Probation and Tenure: Staff
		6.27	Time Schedules and Workload: Certificated Staff

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