

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURES 6.23(1)  
RECRUITMENT AND HIRING: STAFF**

**(a) GENERAL**

1. The Board desires the Superintendent to develop and maintain a recruitment program designed to seek out the best qualified persons for employment in the Milwaukee Public Schools without regard to where they presently live or work.

2. Because the Board recognizes that a mixed background among those appointed to positions in the Milwaukee Public Schools contributes to a variety of ideas, techniques, and personalities in the school system, the search for good teachers and other certificated staff members shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diversified characteristics of the school system and the need for a multiracial staff and for teachers and administrators of various cultural backgrounds.

3. Recruitment procedures shall not overlook the talents and potential of individuals already employed by the Board. Any present employee of the Milwaukee Public Schools may apply for any position for which he/she has certification and meets other stated requirements. All factors being equal, preference for promotional appointments shall be given to those employees within the school system, unless specific needs or specific circumstances justify a broader search beyond the confines of Milwaukee.

4. Openings in the school system shall be made known to present employees in accordance with negotiated agreements.

5. All applications for positions requiring certificated personnel shall be made through the Department of Human Resources upon such forms and in such manner as the Department directs. All applications shall be filed in the Department, and the appropriate Board committee shall cause the applicants to be examined as to their qualifications by the Superintendent and other Central Services administrators.

**(b) RECRUITMENT OF MINORITY AND OUTSTANDING CANDIDATES**

1. The Board recognizes two problem areas in the recruitment of candidates for teaching positions:

- a. recruitment of employees to improve racial and ethnic balance in the schools, and
- b. recruitment of highly qualified candidates.

2. To improve recruitment of minority candidates, the Board authorizes ongoing efforts to work with colleges that graduate a large number of minority teachers, such efforts to include conference days, print, and non-print recruitment materials and mailings to juniors and seniors in these schools of education.

3. To increase the school system's ability to employ outstanding and minority candidates, the Board will permit:

- a. Staffing specialists to offer contracts on-site, subject to subsequent Board approval;
- b. The Administration to employ up to 50 teacher candidates beyond anticipated vacancies in areas of anticipated need, such teachers to serve as substitutes until vacancies occur.

**History:** Adopted 9-26-84

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

**Cross Ref.:** Admin. Policy           6.23   Recruitment and Hiring: Staff  
  6.33   Student Teaching and Internships

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