

Section 500: Personnel

**Professional Staff Recruiting/Hiring  
Administrative Rule**

**Code #533.00AR**

**Procedures**

When there is a vacant professional staff position, the District Administrator shall post the position in-house, at the State of Wisconsin Employment website, the Wisconsin Job Center website, and in local newspapers.

- Applicants must complete the District's professional staff application form and provide a resume, copy of transcript(s), copy of license, and credentials or letters of recommendation.
- The Principal shall obtain the completed application packet from the District office. The Principal shall screen the application packet and select the candidates to be interviewed.
- Candidates chosen to be interviewed shall complete a "Preliminary Background Investigation" form and successfully pass background check(s) as determined by the District's Administration to be applicable in its sole discretion. Consistent with Wisconsin Statute §111.335(1)(d)2, the District may disqualify an applicant from further consideration based upon his/her felony conviction. The District Administrator shall consider felony convictions of an applicant prior to granting an interview. Information ascertained from the District's background check(s), other than felony convictions, shall only be considered as it relates to the particular job in question.
- The interview process shall be conducted by the Principal. In the absence of the Principal, the interview process shall be conducted by the District Administrator.
- The District Administrator shall recommend the professional staff candidate to the Board for approval. The District Administrator shall also provide the Board with the candidate's proposed compensation, a copy of the applicant's resume or application form.

Applications shall be retained in the District Office for three years after receipt.

**Legal Reference:** Section 111.335(1)(d) Wisconsin Statutes

Prior Approval: May 26, 2009

Attorney Review: March, 2016.

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