

Recruitment and Appointment of District Administrator

Code #221.00

When an opening for the District Administrator occurs in the Tri-County Area School District, the Board shall aggressively recruit in an effort to fill the position. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the essential functions of the District Administrator.

The Board may solicit applications from qualified members of the staff and may list the vacancy with placement offices at selected educational institutions in Wisconsin. At its discretion, the Board may list the vacancy with other educational placement agencies in neighboring states.

The applicants for District Administrator shall be screened and selected applicants shall be interviewed. The Board shall attempt to conduct interviews so that applicants may visit the District's schools while they are in session.

The Board may, at its option, utilize the services of an outside consultant in both recruiting and interviewing applicants for the District Administrator position.

The Board shall hire the District Administrator for a term not to exceed that permitted by law. The District Administrator will be reviewed annually.

All offers of employment shall be conditioned on completion of a physical and criminal background check.

Legal Reference: Sections 111.31-111.395, 118.24, and 121.02(1)(a), Wisconsin Statutes
PI 8.01 (2)(a), PI 34, Wisconsin Administrative Code
Americans with Disabilities Act of 1990

Cross Reference: Job Description, AM 102, District Administrator
551, Equal Employment Opportunity

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