

Policies of the Board of Education

Section E Personnel

PROFESSIONAL STAFF RECRUITING/HIRING

500.15

Personnel recruitment shall follow these guidelines:

1. The quality of the educational program is dependent upon the employment and retention of high caliber professional personnel.
2. All currently employed professional personnel share a common responsibility for the procurement of the type of staff needed. They are expected to help in every way possible, and specifically by making the District Administrator aware of outstanding prospects.
3. Teacher recruitment is the responsibility of the District Administrator. The District Administrator shall determine District personnel needs and locate suitable candidates for employment. Principals will assist the District Administrator as needed.

The Board of Education has the legal responsibility of approving the employment of all professional employees. While this responsibility cannot be waived, the Board assigns to the District Administrator the process of recruiting staff members. In carrying out this responsibility, the District Administrator may involve a committee that may consist of the principal, staff, a community member and anyone else deemed appropriate. All personnel selected for employment must be recommended by the District Administrator and approved by the Board. Persons recommended for employment shall meet the qualifications established by law and by the Board for the type of position for which the recommendation is made and shall be able to perform the essential functions of the position.

Professional staff members shall be certified in accordance with the requirements of the Wisconsin Department of Public Instruction prior to employment by the Lake Country School District, as provided in state law and a copy of the certificate shall be submitted to the District Administrator. In addition,

professional staff members shall meet any applicable federal law requirements and any and all Lake Country School reference and background checks.

Any person who contracts to teach in any public school shall file in the office of the school district administrator a statement showing the date of expiration and the grade and category of certificate or license held.

Legal References: Wis. Stat., 121.02 (1) (a)
Wis. Stat., 118.21 (2)
Immigration Reform and Control Act of 1986 (IRCA)
Americans With Disabilities Act of 1990
PI 34 Wisconsin Administrative Code

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