

EMPLOYMENT OF PROFESSIONAL STAFF

The Colby School District shall employ certified and/or qualified individuals for all vacancies. Criteria for employment shall include, but not be limited to, certification, formal education, specialized training or knowledge, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers and the ability to perform the essential functions of the position.

The District Administrator or his/her designee shall supervise the recruitment of certified and qualified candidates for all certified/teaching positions that have been approved by the Board of Education. District office personnel will post all vacancies, coordinate the application process and create an applicant file for each qualified applicant who provides the District with all the required documents by the application deadline. To receive consideration for an interview, applicants must provide the District with:

1. A completed District application.
2. An up-to-date resume.
3. A complete set of credentials.
4. A complete set of transcripts showing all undergraduate and post-graduate coursework.
5. A copy of his/her Wisconsin teaching license or evidence of ability to obtain the required licensure.
6. Employment shall be conditioned on a criminal background check.

The administrator who will supervise the certified/teaching staff member will screen the complete applicant files, select applicants to be interviewed, coordinate the interview process and conduct reference checks with previous employers. Administrators are encouraged to use a team interview approach involving appropriate staff, whenever feasible. The administrator who will supervise the selected applicant shall prepare a written recommendation for employment and schedule a time for the selected applicant to meet with the District Administrator to discuss salary, benefits and contract information.

The District Administrator or his/her designee shall recommend certified/teaching personnel for employment by the Board of Education. When certified/teaching personnel are recommended, the District Administrator shall provide the Board with the name of the recommended applicant, his/her salary schedule placement, a copy of the completed application, an up-to-date resume, the employment recommendation from the administrator who will supervise the new certified/teaching staff member and the name of the former employee who occupied the position. Applications of hired employees become part of the employee record.

When an emergency circumstance or late resignation between Board meetings warrants that an individual be immediately employed and on the job to meet the educational needs of children, the District Administrator shall be authorized to employ certified/teaching personnel. The District Administrator shall inform the Board of such action at its next regular meeting and shall provide the Board with the name of the new employee, his/her salary schedule placement, a copy of the completed application, an up-to-date resume, the employment recommendation from the administrator who will supervise the new certified/teaching staff member and the name of the former employee who occupied the position. The Board has statutory responsibility regarding the

employment of certified/teaching personnel and will need to affirm the employment of such individuals by official Board action.

Following employment approval, the administrator who will supervise the new certified/teaching employee shall provide all other applicants with written notice informing them that the vacancy has been filled and thanking them for their interest in the Colby School District. All applicant files shall be returned to the District Office and retained for a period of three years.

LEGAL REFERENCE: Wisconsin Stats. 111.31 – 111.395, 118.195, 118.20, 118.21, 118.24, 120.12(1), 121.02(1)(a)

Wisconsin Administrative Code – PI 8.01(2)(a)

Americans with Disabilities Act of 1990

Immigration Reform and Control Act of 1986

Rehabilitation Act of 1973 – Section 504

CROSS REFERENCE: Policy #511 – Equal Employment Opportunities

Master Agreement

Exhibit(1) #533-School District of Colby Hiring Process

Exhibit(2) #533-Credential Review

Exhibit(3) #533-Interview Rating Scale

Exhibit(4) #533-Prospective Employee Reference Check

Exhibit(5) #533-Application for Certified Employment