

533 STAFF RECRUITING/HIRING

The District can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required for all people employed by the district.

The superintendent and persons delegated by him/her are responsible for determining the personnel needs of the school district and locating suitable candidates to recommend for employment to the Board.

Unsolicited applications or letters of interest for future or potential employment positions are accepted for all positions except administrative. If vacancies occur in these positions, the unsolicited applications are treated in the same manner as solicited applications for as long as the documents are retained.

The superintendent shall see that persons nominated for employment meet all qualifications established by law and the Board for the type of position for which nomination is made and are able to perform the essential functions of the position.

Employment of all regular teachers shall be by action of the Board upon recommendation of the superintendent.

The School District of Wisconsin Rapids does not discriminate in employment on the basis of age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.

All staff employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations.

LEGAL REF.:	111.31 - 111.395	Wisconsin Statutes
	118.195	118.20
	118.21	118.24
	118.25	120.12(1)
	121.02(1)(a)	

Americans with Disabilities Act of 1990
Immigration Reform and Control Act of 1986
Section 504 of the Rehabilitation Act of 1973

CROSS REF.:	533-Rule, Staff Recruiting/Hiring Procedures
	533.1, Crime Information Records Check
	511, Non-Discrimination and Equal Employment Opportunity

APPROVED: November 1974

REVISED: September 1985
January 14, 2002
February 11, 2008
April 10, 2017