

POLICY: GCC/GCD
Approved: November 24, 1986
Reviewed: October 28, 1991
Revised: August 28, 1995
Revised: November 26, 2001
Revised: September 19, 2011

STAFF EMPLOYMENT (HIRING OR TRANSFER)

Certified Staff

It shall be the policy of the School District of Hartford Joint No. 1 when a new teaching position is established or a position is open because of a resignation, retirement or other reason that:

1. The District Administrator will ascertain whether the need exists to establish a new position or a vacant position needs to be filled.
2. (a) The School Board will be notified of the District Administrator's recommendation, the position will be listed within the District schools for possible transfer interest, as well as with appropriate placement services. Newly created positions must be approved by the Board of Education prior to any advertisements or employment listings.
(b) A request for a transfer does not mean acceptance of that request.
(c) Applicants for all District positions must complete an employment application.
3. Interviews will be conducted under the direction of the District Administrator with the participation of the supervising principal/administrator.
4. The District Administrator will, upon completion of the interview process and upon consultation with the supervising principal/administrator, recommend the best candidate for employment to the Board of Education at a regular or special board meeting.
5. Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the District.

Support Staff

In the hiring of support staff, the District Administrator will post the position. The District Administrator, with the participation of the division supervisor or supervisory administrator, will interview applicants. The District Administrator will make a recommendation to the Board of Education for employment. Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the District.

Administrative Staff

The District Administrator will post all administrative position vacancies and screen/interview candidates, narrowing the field of candidates to no more than four to six (4-6). The candidates will be interviewed by a committee selected by the Board of Education. The Board of Education will select the final candidate for the administrative vacancy.

LEGAL REFERENCE: Sections 111.31-111.395, 121.02(1)(a) Wisconsin Statutes
PI 8 01 (2)(a), 34, Wisconsin Admin. Code
Americans with Disabilities Act of 1990

CROSS REFERENCE: 511, Equal Employment Opportunities
Current Employee Agreement
Professional Staff Job Descriptions