

NON-CERTIFIED STAFF RECRUITING/HIRING

It is the responsibility of the District Administrator and persons delegated by them to determine the personnel needs of the District and to locate suitable candidates to recommend for employment to the Board of Education.

A personal interview is required for all candidates recommended for employment.

It shall be the duty of the District Administrator or their designee, to see that persons nominated for employment shall meet all qualifications established by law and Board of Education policy, and be able to perform the essential functions required of the position for which they are nominated.

Criminal background checks shall be conducted on newly hired full-time and part-time employees prior to hiring.

Legal Ref: 118.19, 118.22, 121.02(1)(a), WSS; Americans With Disabilities Act of 1990
Cross Ref: 511 Equal Opportunity Employment and Nondiscrimination; 511 Rule Employment
Discrimination and Harassment Complaint Procedures; 511 Exhibit (1) Complaint Form
to Report Employment Discrimination, Harassment or Workplace Retaliation;
Employee Handbook
Adopted: 12/18/78
Revised: 04/08/96
03/12/07
Reviewed: 01/08/24