

## **221.2 RECRUITMENT/APPOINTMENT OF ADMINISTRATORS**

The Superintendent of Schools shall be responsible for seeking qualified candidates to fill administrative personnel vacancies in the District. Administrative personnel shall be employed by the School Board upon recommendation of the Superintendent. All candidates recommended to the Board shall meet or exceed state and District job descriptions and display the ability to successfully carry out the essential functions of the position.

The Superintendent, or his/her designee, shall inform various educational institutions and placement agencies of an administrator vacancy.

An interview team, established by the Director of Human Resources, will be comprised of key stakeholders who work closely with the position to be filled. The team may include members of the Personnel Services Committee of the School Board. This participation will be determined by the Personnel Services Committee members in conjunction with the Director of Human Resources on a case-by-case basis.

The interview team shall select no more than three candidates for recommendation to the Superintendent for further review/interviews. The recommendation to the Board on the selected candidate is made by the Superintendent, following completion of a successful background investigation and Criminal History Records Check.

Applicants for a posted administrative vacancy, whether they are internal or external candidates, will follow the same procedure. The philosophy of the School District is to hire the individual who is best qualified for the position from either inside or outside of the District.

Administrative staff members shall be appointed by a majority vote of the Board, upon recommendation of the Superintendent. All persons holding positions of administrator within the District are encouraged to reside within the boundaries of the Wisconsin Rapids Public Schools.

Employment shall be conditional on a Criminal History Records Check.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.24  
121.02(1)(a)  
Americans with Disabilities Act of 1990

CROSS REF.: 511, Equal Employment Opportunity  
533.1, Criminal History Records Check  
533.1 – Rule, Criminal History Records Check – Fingerprinting Process/Procedures  
Position Description Handbook

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