

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

STAFF RECRUITING/HIRING

- A. It shall be the policy of the Port Edwards School District to hire the most qualified persons for the positions in the school district's service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition and provide equal employment opportunity. Vacancies shall be filled by the most qualified individual who is able to fulfill the essential functions of the position. No new positions shall be established without prior approval by the Port Edwards School Board and any position that remains unfilled for six months shall be reviewed by the Port Edwards School Board prior to being refilled.
1. PEEA: Positions shall be filled according to the terms of the existing master agreement. If a position is not filled by present staff, it shall be filled according to item B. Recruitment, listed below.
 2. Support Staff/Non-Association Positions: Vacancies shall be filled by the most qualified person in accordance with Item B., Recruitment, listed below.
- B. Recruitment: Recruitment shall be directed to sources most likely to yield qualified candidates. Priority shall be given to current school district employees who are judged to be qualified candidates.
1. Job Announcement: The district superintendent shall announce available professional staff positions using appropriate resources, including but not limited to, college/university placement centers, websites, and/or newspapers; and for support staff positions will advertise in the local newspaper at least 7 days prior to the closing date for the filing of an application. These job announcements shall include the job title, qualifications, and a statement that the Port Edwards School District does not discriminate in its hiring practices.
 2. Application Forms: All applications shall be made on forms approved by the Port Edwards School District. All information on these forms is to be known only by persons as permitted by law.
- C. Selection: The selection shall be based on an objective assessment of each applicant's qualifications.
1. The following are appropriate methods for screening applicants:
 - a. Review of training and work experience
 - b. Practical written or oral test, performance test, or work samples
 - c. License or certification
 - d. Reference inquiries
 2. Rejection criteria: Applications may be rejected for the following reasons or any other legal reason:
 - a. Does not meet minimum qualifications for the position
 - b. Deliberately falsified application
 - c. Poor reference inquiries
 3. Notification of Candidates: All persons that have had a job interview shall be notified in writing whether or not they were selected.
- D. Employment shall be conditioned on a criminal background check and the successful completion of the required health examination.

It is the policy of the Port Edwards School District to provide reasonable accommodations for qualified disabled individuals who are employees, students or applicants for employment. The Port Edwards School District will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified disabled individuals. Reasonable accommodations will be provided in a timely and cost-effective manner. Employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual's disability. Please contact Pat Sullivan, Non-Discrimination Compliance Officer, 801 Second Street, Port Edwards, WI 54469, or call 715-887-9000, ext. 103 as early as possible in anticipation of utilizing services. The responsibility for requesting or initiating the request lies with the individual. Requests for accommodation will not be processed until the disability documentation is received and reviewed by the Non-Discrimination Compliance Officer. Disability documentation must state the disability, functional limitations and the need for accommodation, and be signed by a certified/licensed professional or physician.

LEGAL REF.: Sections 103.15 Wisconsin Statutes
118.19
118.22
118.24
120.12(1)
121.02(1)(a)
PI 8.01(2)(a), Wis. Admin. Code
PI 34
Americans With Disabilities Act of 1990
Immigration Reform & Control Act of 2001
No Child Left Behind Act of 2001

CROSS REF.: 511, Equal Employment Opportunities

Adopted: 04/23/90

Reviewed: 04/10/01

Revised: 04/24/95, 06/13/05, 01/08/07