

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

533

**PROFESSIONAL STAFF RECRUITING/HIRING**

The Board shall approve the employment of all professional staff based upon recommendations of the District Administrator. The Board delegates to the District Administrator the responsibility to recruit and screen all candidates for professional staff positions in the Dodgeland School District. In carrying out this responsibility the District Administrator may involve administrative and other staff members as needed.

Persons recommended for employment shall: (1) meet identified school district needs, (2) meet the qualifications established by law and by the Board for the type of position to be filled, and (3) be able to perform the essential functions of the position.

Recommendations for professional staff employment shall only be made upon submission of evidence that an appropriate license, certification or permit is held, or that an application is in process. Employment shall be conditioned on a criminal background check and physical examination in accordance with legal requirements and board policy.

Employment of professional staff shall only be official upon final approval of the Board.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations. A copy of the required certificate, license or permit shall be submitted to the District Office in accordance with board policy.

LEGAL REF.:	Sections	103.15	Wisconsin Statutes
		111.31-111.395	
		118.19	
		118.195	
		118.20	
		120.12(1)	
		121.02(1)(a)	
	PI 8.01(2)(a)		Wisconsin Administrative Code
	PI 34		
	Americans with Disabilities Act of 1990		
	Elementary and Secondary Education Act as amended		
CROSS REF.:	533 – Rule, Professional Staff Recruiting/Hiring Procedures		
	221, Recruitment and Employment of Administrators		
	511, Equal Opportunity Employment		
	523.1, Staff Physical Examinations		
	531, Licensure and Certification for Certified Professional Teaching Personnel		
	533.1, Criminal Background Checks		
	543, Support Staff Recruiting/Hiring		
	District Job Description Handbook		

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