

**DODGELAND SCHOOL DISTRICT  
Board Policy Manual**

**543**

**SUPPORT STAFF RECRUITING/HIRING**

The District Administrator shall recruit and screen all candidates for support staff positions in the Dodgeland School District. Persons recommended for employment shall: (1) meet identified school district needs, (2) meet the requirements and qualifications established by the District and by law for the type of position to be filled, and (3) be able to perform the essential functions of the position.

The District shall only accept employment applications when a vacancy exists or when the District requests applications for a future position.

Employment shall be conditioned on a criminal background check, when applicable, and physical examination in accordance with legal requirements and board policy.

Employment of support 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.

LEGAL REF:           Sections       111.31-111.395       Wisconsin Statutes  
  120.12 (1) and (2)  
  Americans with Disabilities Act of 1990  
  Elementary and Secondary Education Act as amended

CROSS REF:       511, Equal Opportunity Employment  
                          523.1, Staff Physical Examinations  
                          523.11, Employee Alcohol and Drug Testing  
                          533.1, Criminal Background Checks  
                          District Job Description Handbook

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