

APPOINTMENT OF ADMINISTRATORS

When an administrative opening occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully perform the essential functions of the administrative position as outlined in the job description.

The Board shall post the administrative vacancy on the Wisconsin Education Career Access Network (WECAN), the Wisconsin School Leadership Center and other job boards that the Board feels are necessary and appropriate. The Board, as a whole, shall select and employ the administrator at a legally held regular or special meeting of the Board. A majority vote of the Board shall be required.

When a vacancy occurs in the administrative staff, the district administrator shall inform the Board of such vacancy. The Board shall approve/deny the hiring procedures recommended by the district administrator in filling the vacancy.

The district administrator shall have the authority to select and recommend administrative staff replacements to the Board for final review.

Employment shall be conditional upon the completion of a criminal background check.

LEGAL REF.: 111.31 - 111.395 – Wisconsin Statutes
 118.24 - Wisconsin Statutes
 118.25 – Wisconsin Statutes
 121.02(1)(a) – Wisconsin Statutes
 PI 8.01(2)(a) – Wisconsin Administrative Code
 PI 34 – Wisconsin Administrative Code
 Americans with Disabilities Act of 1990

CROSS REF: 222 – Administrator’s Contract
 222.1 – Administrator’s Contract and Benefits
 223 – Administrator Development Opportunities
 511 – Equal Opportunity Employment
 523 – Staff Physical Examinations

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