



Book	Policy Manual
Section	1000 Administration
Title	Copy of REVISED POLICY - VOL. 29, NO. 2 - EMPLOYMENT OF THE DISTRICT ADMINISTRATOR
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REVISED POLICY - VOL. 29, NO. 2

1220 - EMPLOYMENT OF THE DISTRICT ADMINISTRATOR

The Board ~~of Education~~ vests the primary responsibility for the administration of this District in the District Administrator. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of District Administrator shall be vacant, the Board shall appoint a District Administrator as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of District Administrator.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going District Administrator;
- D. the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of District Administrator;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of District Administrator.

No person may be employed as District Administrator of this District unless s/he has the proper Wisconsin certification or has applied for certification as a **District Administrator** in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as District Administrator of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the District Administrator shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

The District Administrator so appointed shall devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of District Administrator, **if not already an employee of the District**, shall be required to undergo a physical examination, **including a tuberculosis screening questionnaire, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District guidelines and applicable law. The cost of the examination shall be borne by the District.**

The District Administrator will be notified of the results of the medical examination upon receipt. The reports of such examination and any documents acquired containing genetic information will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA).

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Legal	118.24, Wis. Stats.
	29 C.F.R. Part 1635
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Coleen Frisch on January 5, 2021