



Book	Administrative Guidelines
Section	Administrative Guidelines
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### Hiring Guidelines

One of a school district's most important duties is to hire staff capable of maximizing its pupils' ability to learn, and a district must therefore hire the best candidates for open positions. Accordingly, the School District of Turtle Lake Board of Education strives to hire candidates that:

- A. Are honest and trustworthy;
- B. Conduct themselves with integrity and professionalism;
- C. Work well with students, parents, community members, and other staff members;
- D. Are passionate about their work;
- E. Have a thorough understanding of child growth and development;
- F. Are constantly looking for ways to improve themselves; and
- G. Are willing to put the needs of the district and its pupils ahead of their own.

There shall be no discrimination of employees or applicants for employment based on race, color, creed, religion, ancestry, national origin, sexual orientation, disability, marital status, status concerning public assistance, political affiliation, sex, or age (except where sex or age is a bona fide occupational qualification). The School District of Turtle Lake will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include but are not limited to, the following: hiring, reclassification, demotion, transfer, recruitment, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

Circumstances may be presented when the timeline below may not be practical. The Superintendent will approve any variance from the timeline.

Before posting any position, the administrator will review the job description.

To ensure fairness to the candidates and the interview process, the same interview committee members must be present for all interviews for the same position.

The School Board will be notified when an interview is scheduled and one board member may sit in on the interviews. Board members who are related or have a past relationship with a candidate should not participate in the interview. School board members will be able to view application materials in the district office.

An interviewer's personal notes from the interviews need not be collected or retained, provided the notes were prepared solely for the interviewer's personal use during the interviewing/hiring process. If, however, the notes were made on an official district form or were created for the use of the committee as a whole, they must be retained pursuant to the records retention law.

Wisconsin and federal laws prohibit employment discrimination based on an applicant or employee's status in a number of protected classes. Consequently, interview questions must avoid seeking information relating to the characteristics protected by state and federal law, such as sex, race, and age. To avoid claims of unlawful discrimination:

- A. The district should not ask for an applicant's age or birth date;
- B. The district should not ask for the name of the applicant's spouse, spouse's place of work, or maiden name, or for any other information that would require an applicant to disclose his or her marital status.
- C. The district should not ask about an applicant's medical or accident history, physical abilities or limitations, history of worker's compensation claims, or history of sick or family and medical leave usage.
- D. The district should not ask an applicant about his or her country of citizenship.
- E. The district should not ask whether the applicant is pregnant, has children, or intends to have children.
- F. Although the district may inquire as to whether an applicant is subject to any pending criminal charges, the district should not inquire as to an applicant's prior arrest records. The district is prohibited from summarily rejecting an applicant on the basis of pending criminal charges if the pending charges do not substantially relate to the circumstances of the job.
- G. The district should not inquire as to an applicant's credit or bankruptcy history.
- H. The district should try to avoid inquiring as to whether an applicant is available to work on Saturday or Sunday because that question could require an applicant to disclose his or her membership in a certain religious group, National Guard, or military reserves. If work on Saturday or Sunday is required, the district should indicate that it will make a reasonable effort to accommodate the needs of its employees.

## **Superintendent**

### **A. Posting**

1. Post internally (e-mail and bulletin board) and externally (The Times, Wisconsin School Leadership Center, and WECAN) for a minimum of two (2) weeks from the date it was posted on WECAN.
2. Or hire an outside company like WASB to post and guide the board through the process.

### **B. Selection**

The School Board President and remaining Principal(s) will review the applications and select those to interview.

### **C. First Interview**

1. The School Board President and Principal(s) will create a list of questions.
2. The School Board President, Principal(s), a cross-section of district staff, and two parents (non-staff members) will serve as advisors to those who will go to the second round of interviews.

### **D. Second Interview**

The School Board and Principal(s) will interview the candidates and select the top candidate.

### **E. Checks**

The School Board President and Principal(s) will conduct background and reference checks on the top candidate.

### **F. Contract**

The School Board President will negotiate a contract with the selected candidate.

**G. School Board**

The School Board President will recommend a Superintendent for official approval.

**H. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.
3. E-mails will be sent to the candidates who applied but did not get the position.

**Principal/Director of Special Education****A. Posting**

Post internally (e-mail and bulletin board) and externally (The Times, Wisconsin School Leadership Center, and WECAN) for a minimum of two (2) weeks from the date it was posted on WECAN.

**B. Selection**

The Superintendent and remaining Principal will review the applications and select those to interview.

**C. First Interview**

1. The Superintendent and Principal will create a list of questions.
2. A cross-section of staff in the new Principal's area and one board member will serve as advisors to those who will go to the second round of interviews.

**D. Second Interview**

The Superintendent, Principal, and one board member will interview the candidates and select the top candidate.

**E. Checks**

The Superintendent will conduct background and reference checks on the top candidate.

**F. Contract**

The Superintendent will negotiate a contract with the candidate.

**G. School Board**

The Superintendent will recommend a Principal candidate to the School Board.

**H. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.
3. E-mails will be sent to the candidates who applied but did not get the position.

**Teacher****A. Posting**

Post internally (e-mail and bulletin board) and externally (The Times and WECAN). ~~for a minimum of two (2) weeks from the date it was posted on WECAN.~~

**B. Selection**

The Principal will review the applications and select those to interview.

**C. Interview**

1. The Principal will create a list of questions.
2. A cross-section of staff in the new hire's area will serve as advisors to recommend a candidate to the Principal.
3. One board member will be offered to be on the interview committee.
4. The Principal has the final decision on the candidate.

**D. Checks**

The Principal will conduct background and reference checks on the top candidate.

**E. Contract**

The Principal will prepare a contract with the District Office.

**F. School Board**

The Principal will recommend a candidate to the School Board.

**G. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.
3. E-mails will be sent to the candidates who applied but did not get the position.

**District Office Personnel****A. Posting**

Post internally (e-mail and bulletin board) and externally (The Times and WECAN) for a minimum of two weeks from the date it was posted on WECAN.

**B. Selection**

The Superintendent will review the applications and select those to interview.

**C. Interview**

1. The Superintendent will create a list of questions.
2. The Superintendent, another District Office person, and one Principal will conduct the interviews.
3. One board member will be offered to be on the interview committee.

**D. Checks**

The Superintendent will conduct background and reference checks on the top candidate.

**E. Contract**

The Superintendent will negotiate a contract with the candidate.

**F. School Board**

The Superintendent will recommend a candidate to the School Board.

**G. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.

3. E-mails will be sent to the candidates who applied but did not get the position.

## **Support Staff**

### **A. Posting**

Post internally (e-mail and bulletin board) and externally (The Times, and Indeed) for a minimum of two (2) weeks from the date it was posted in The Times.

### **B. Selection**

The Principal will review the applications and select those to interview.

### **C. Interview**

1. The Principal will create a list of questions.
2. A cross-section of staff in the new hire's area will serve as advisors to recommend a candidate to the Principal.
3. One board member will be offered to be on the interview committee.
4. The Principal has the final decision on the candidate.

### **D. Checks**

The Principal will conduct background and reference checks on the top candidate.

### **E. Letter of Assignment**

The District Office will prepare a letter of assignment.

### **F. School Board**

The Principal will recommend a candidate to the School Board.

### **G. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.
3. E-mails will be sent to the candidates who applied but did not get the position.

## **Coaches/Advisors**

### **A. Posting**

1. Post internally (e-mail and bulletin board) and externally (The Times, Indeed) for a minimum of two (2) weeks from the date it was posted in The Times.
2. Head coaches should be posted with the state coaches association for that sport.

### **B. Selection**

The Activities Director will review the applications and select those to interview.

### **C. Interview**

1. The Activities Director will create a list of questions.
2. The Activities Director and Head Coach/Advisor (if lower level position) will serve as advisors to recommend a candidate to the Principal.
3. One board member will be offered to be on the interview committee.

4. The Principal has the final decision on the candidate.

#### **D. Checks**

The Principal will conduct background and reference checks on the top candidate.

#### **E. Letter of Assignment**

1. The District Office will prepare a letter of assignment.
2. Coaching/advisory duties accepted by a member of the teaching staff or administrative staff shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the board. Nonrenewal procedures do not apply to coaching/advising assignments.

#### **F. School Board**

The Principal will recommend a candidate to the School Board.

#### **G. Misc.**

1. Copies of those interviewed will be filed in the district office for one year.
2. Calls will be made to the candidates that were interviewed but did not get the position.
3. E-mails will be sent to the candidates who applied but did not get the position.

#### **Co-op Coaching Positions**

- A. Each school will hire its head coach.
- B. Where an assistant is needed, it will be posted in both schools for internal applications. This will be done by the host school.

The Board of the School District of Turtle Lake does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

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