

Unity School District - Board of Education

Board Policy 533

Hiring of School District Employees

Last Revised 1/14/2020

The Board of Education directs the District Administrator, Principals, and Directors in the hiring of permanent full time or part time certified, administrative personnel, teachers, certified support staff, supervisors, and support staff employees to base hiring practices on **sound** human resources principles. ~~of sound management.~~

The District Administrator holds authority to make all recommendations to the Board of Education.

The Board of Education directs the District Administrator to establish a procedure for the effective selection of personnel.

It is the responsibility of the immediate supervisor to ensure that the candidate for employment meets all qualifications established by the job description.

The District Administrator shall personally oversee the selection of principals, directors, and District office personnel.

The District Administrator may implement a selection process utilizing a group when applicable.

The District Administrator may designate another administrator to oversee the selection process of teachers and support staff. The designated administrator shall make recommendations to the District Administrator.

Based on the prior procedure, the Unity Board of Education, upon recommendation by the District Administrator may approve the employment of candidates presented for employment in the Unity School District. Should the recommended candidate be rejected by the Board, it will be the duty of the District Administrator to bring forth another candidate.

Exceptions:

The District Administrator is authorized **by the Board of Education to hire and make continued employment decisions for specific positions.** ~~to exemptions as is necessary and in accordance to Administrative Rule.~~

~~Exempt from the procedure are those~~ **The positions that the District Administrator is authorized exclusively to hire are:**

1. Employees that are classified as temporary, seasonal, project specific, casual, occasional, student, and long-term.
2. ~~An example is Substitute employees in all capacities. Other exempt positions are support staff employees that are casual and occasional, i.e., substitute cooks, substitute janitors, substitute educational assistants, seasonal groundskeepers.~~
3. Specific advisory positions are also exempt and include; auditors, consultants, attorneys, architects, guest speakers, or engineers for opinions or recommendations and other similar professionals.
4. Workers employed by outside agencies such as CESA, concentrated employment programs, U.S. conservation corps, AmeriCorps or other contractors for regular maintenance or emergencies are considered exceptions in the hiring policy.
5. Professional advisory positions are filled at the discretion of the District Administrator. Such positions may include: mentors, committee chairpersons, library board positions, high school advisory, PBIS, RtI, and technology coaches.
6. **LEAP Child Care Program employees in all categories.**

Non-Discrimination:

Pursuant to § 118.13, Wis. Stats. and PI 9 that no person on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities may be denied employment in the Unity School District. This policy also prohibits discrimination under federal statutes including Title IV, of the Civil Rights Act of 1964, race and national origin, Title IX Education Amendments of the 1972 (Sex), and section 504 of the Rehabilitation Act of 1973, handicapped.