

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: December 12, 1989**      **FILE SECTOR: PERSONNEL**  
**DATE REVISED: November 19, 1992**      **POLICY TITLE: STAFF HIRING**  
**DATE REVISED: July 5, 2000**  
**DATE REVISED: October 20, 2005**  
**DATE REVISED: November 15, 2012**  
**DATE REVISED: October 16, 2014**  
**DATE REVISED: September 15, 2016**

Medford Area Public School District Board of Education recognizes the importance of hiring and retaining the highest quality employees. The primary goals of the recruitment, selection and hiring process shall be to attract a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission and goals and to their assigned duties and responsibilities and who will also make positive personal and professional contributions to the District.

All vacancies will be posted in accordance with provisions of the current employee handbooks. Internal candidates will be considered for these vacancies.

It shall be the responsibility of the district administrator, with the assistance of other administrators, to determine the personnel needs of the district. Staffing recommendations will be presented to the Board. The Board shall approve or disapprove all additions or reductions of staff.

Only professionally trained individuals who meet state statutory requirements and who satisfy the District's established standards will be considered.

Under no circumstance shall an employee be hired without:

- Participating in a personal interview;
- Teaching a lesson - All teaching candidates, as a process of the interview, will teach a lesson to an age appropriate audience; and
- Participating in the conditions of employment, such as criminal background check, pre-employment drug test, physical examination, etc. Results must be acceptable.

If the District Administrator determines there is an urgent need to fill a position or that another exceptional and good cause exists, standard hiring and releasing practices may be modified for all potential candidates with board president knowledge.

**CROSS REFERENCE: GCDA, GBCBC, GBE, GBC, GBCB**  
**LEGAL REFERENCE: Wis. Stat. 118.19, 118.21, 118.22, 118.24, 121.02(1)(a), PI 8.01(2)(a), PI 34-Wis. Admin. Code, Americans with Disabilities Act of 1990, & No Child Left Behind Act of 2001**