

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	
DATE REVISED: June 24, 2019	

Medford Area Public School District Board of Education (BOE) 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 BOE. The BOE 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.

Employee hiring process must include:

- Participating in a personal interview.
- Participating in the conditions of employment, such as criminal background check, pre-employment drug test, physical examination, etc. Results must be acceptable.

Employee hiring process may include teaching a lesson to an age appropriate audience.

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 BOE president's 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