

EMPLOYMENT OF PROFESSIONAL STAFF

- I. The Board of Education recognizes that it is vital for the success of our students and operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. It is the goal of the Board to hire the best candidate possible, even if it means reposting and using substitutes.
- II. The Board shall approve the employment, compensation, and term of employment for each professional staff member employed by this District. Such approval shall be given only to those candidates for employment recommended by the Superintendent.
- III. The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program as determined by the Superintendent. Employment shall be recommended to the Board at the next regular meeting.
- IV. Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter relating to said employment.
- V. Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which the staff member would be supervised directly by the relative staff member.
- VI. For purpose of this policy, "relative" is defined as spouse, son, daughter, sister, brother, mother, father, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, niece, nephew, aunt, uncle, guardian, conservator. (Spouse is interpreted to include persons who are not legally married but who live together with attended responsibilities and commitments of spousal relationships.)
- VII. Any professional staff member's intentional misstatement of fact material to the staff member's qualifications for employment or the determination of salary shall be considered by the Board of Education to constitute grounds for dismissal.
- VIII. No candidate for employment to the professional staff shall receive recommendation for such employment without having offered visual evidence of proper certification or that application for such certification is in process.

- IX. There must also be verification that a satisfactory background check has been conducted.
- X. Any person who signs a professional contract with the District must, within ten (10) days after signing the contract, file in the office of the Superintendent a statement showing the date of expiration and the grade and character of the certificate or license held.
- XI. The Superintendent shall prepare procedures for the recruitment and selection of all professional staff to be approved by the Board of Education and included in the Administrative Guidelines (3120, 3120.01, 3120.02).
- XII. In addition, the Superintendent shall have the authority to fill vacancies when time constraints warrant quick employment decisions with confirming action by the Board of Education during the next special or regular Board meeting.

Legal References:

Sections 118.19, 118.20, 118.21, 118.21(2), 121.02, Wis. Stats.

Cross References:

Administrative Guideline 3120 – Hiring Procedures

Administrative Guideline 3120.01 – Transfer of Professional Staff Members

Adopted: 6/18/01

Revised: 12/17/01; 1/8/07; 3/12/15; 6/13/16

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us