

## CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board.

All support staff positions are created only with the approval of the Board. The Superintendent has the authority to create temporary support staff positions under emergency conditions to meet the unique needs of individual students with confirming action by the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the District's goals and objectives.

Before any new position is established, the Superintendent will create an initial job description for the position.

The District employs only U.S. citizens and others lawfully authorized to work in the United States. The Superintendent shall verify all new employees' and substitutes' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

Immigration Reform and Control Act of 1986  
8 U.S.C. 1324a

Adopted: 6/18/01  
Revised: 5/14/07; 3/12/15

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