

# administrative guidelines

BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF  
3120.08/page 1 of 1

## POSTING OF VACANCIES AND HIRING COACHING AND OTHER EXTRA-CURRICULAR POSITIONS

- A. Extra-curricular positions will be posted through district e-mail, the local newspaper, district cable channel, and other sources as determined by the Activities Director and Superintendent.
- B. Anyone interested in the position shall notify the Activities Director and complete and application.
- C. Applications will be reviewed by the high school or middle school administration team to determine applicants for interviews. Present employees are encouraged to apply and will be one of the factors considered in the review of applications.
- D. An interview team, selected by the Activities Director, will meet prior to interviews and determine the expected qualities and competency for the position, develop questions, review the legal information from WASB in regard to nondiscrimination and objectivity.
- E. After all candidates have been interviewed, the committee will complete an assessment rubric and decide whether to recommend and applicant or repost the position.
- F. The interview process will include structured questions related to the position, the completing of the Positive Attitude Survey, Support Staff Perceiver or the Teacher Screener Perceiver, background check, and reference check to verify qualifications.
- G. A recommendation for all extra-curricular positions will be made by the building administration and the Activities Director to the Superintendent.
- H. A resolution to hire will be presented to the Board from the Superintendent.
- I. Upon Board approval, a letter of confirmation and an extra-curricular contract will be sent to the employee.
- J. The Superintendent shall have the authority to fill an extra-curricular vacancy when time constraints warrant quick employment with confirming action by the Board as per policy 3120.
- K. Also, a letter will be sent to the other candidates (by the Activities Director) who applied for the position, thanking them for their interest and letting them know someone else was selected for the position.

Adopted: 8/18/04  
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