Richmond School District Policy Statement **Policy #533**
Staff Selection and Hiring

It is the responsibility of the District Administrator to determine the personnel needs of the District. The District Administrator is required to conduct searches for new personnel to assure that the Board of Education hires a qualified candidate for all positions.

Staff members shall be employed by the Board upon recommendation of the District Administrator. It is the responsibility of the District Administrator to see that persons recommended for employment meet all qualifications established by law, the Board, and job descriptions for the type of position for which nomination was made. Interviews will be conducted by teams of individuals which may include current employees, parents, community members, and Board of Education members. One or more interviews shall be required for all persons employed by the Board and shall be used to determine the degree of commitment to the District's educational philosophy. Should a person nominated by the District Administrator be rejected by the Board, it shall be the duty of the District Administrator to make another recommendation.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District. No candidate will be recommended to the Board for employment unless a criminal background check has been conducted and the results have been reviewed.

The best-qualified applicant will be selected for each position without regard to age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation or political affiliation.

Legal Reference: Sections 19.59 Wisconsin Statutes
111.31
111.395
118.19
118.21
118.22
121.02(1)(a)
PI 8.01 (2)(a) and PI 34 of the Wisconsin Administrative Code
Americans with Disabilities Act of 1990
No Child Left Behind Act of 2001

Adopted: 3/14/11