

SUPPORT STAFF RECRUITING/HIRING

The Evansville Community School District Board of Education shall hire support staff based on qualifications necessary for successful performance in the specific positions under consideration. Experience of applicants shall be considered only in cases where such experience is directly in keeping with the requirements of the position.

The District Administrator is responsible for the recruitment, employment, assignment, and termination of all support staff and for managing personnel records. The District Administrator may include other staff members in the selection process and/or delegate portions of the selection process to other administrators. The hiring of educational assistants for students with special needs is delegated to the Director of Student Services.

The District Administrator or Director of Student Services can only hire or assign individuals to positions that have been approved by the Board of Education or are required through a student's IEP (Individual Educational Plan).

The District shall seek to employ the best-qualified people available through an effective recruitment procedure. Criteria for hiring include education, training, previous work experience, previous evaluations in the District or elsewhere, and ability to perform the essential job functions. A personal interview will be required for all personnel who are employed by the District and seeking a different position.

All persons employed by the District shall complete the necessary employment forms required by state and federal laws and regulations.

As required by federal law, prospective employees must verify their employment eligibility and attest, under penalty of perjury that the documents they receive (e.g. U.S. Passport, birth certificate, social security card, driver's license) are genuine and relate to them. Immigration and Naturalization Service Form I-9 will be used for both employee and employer verification.

Employers are required to retain a Form I-9 for each employee during the period beginning on the date of hire and ending three years after the date of such hire-or one year after the date the individual's employment is terminated, whichever is later.

Legal Ref.: Sections 111.31-111.395 Wisconsin Statutes (Subchapter II, Fair Employment)
Immigration Reform and Control Act of 1986 (IRCA)
American with Disabilities Act of 1990