

RECRUITMENT AND APPOINTMENT OF DISTRICT ADMINISTRATOR

When an opening for district administrator occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person feasible, considering budgetary and other factors. The Board shall consider only those candidates who meet both state and local qualifications and who have demonstrated the ability to successfully carry out the duties of the district administrator.

The Board may solicit applications from qualified members of the staff and shall list the vacancy with placement offices at selected educational institutions in the State of Wisconsin. At its discretion, the Board may list the vacancy with other educational placement agencies in neighboring states.

The Board may design a selection process that involves staff, community, and students. The Board may hire a consultant and/or work with district administrative staff to recruit and interview the best possible candidates.

The candidates for district administrator shall be screened and those candidates who appear to be most promising shall be interviewed. The Board shall attempt to conduct interviews so that applicants may visit the schools of the district while they are in session.

The Board shall hire the administrator for a term not to exceed two years. The Board shall review the performance of the administrator at least annually.

SELECTION AND TERMS OF EMPLOYMENT

The Board of Education (Board) shall select a qualified district administrator who satisfies the following criteria:

1. Has completed a Master's Degree in Education Administration with a strong emphasis in curriculum and finance.
2. Possesses or qualifies for valid certification for a Wisconsin Superintendents license (#03).
3. Has demonstrated success as a teacher, middle level manager, and senior level manager in a comparable public school district..
4. Has demonstrated leadership ability in various public educational settings.
5. Has demonstrated substantive involvement in forming community partnerships. Residency in the District is strongly preferred and may be made a contract item.
6. The Board reserves the right to deviate from the above qualifications as the Board may find appropriate and acceptable.

Legal Ref.: Sections 111.31-111.395, Wisconsin Statutes (Subchapter 11, Fair Employment)
118.24 (School District Administrator)
121.02(1)(a) (School District Standards)
PI 34 (Teacher Education Program Approval and Licenses)
American with Disabilities Act of 1990