



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

222

Recruitment and Appointment of Administrators

The District Administrator shall be responsible for seeking qualified candidates to fill administrative personnel vacancies in the District. All candidates recommended to the Board shall meet or exceed state and District job descriptions and display the ability to successfully carry out the essential functions of the position.

The District Administrator, or his/her designee, shall inform various educational institutions and placement agencies of an administrator vacancy.

An interview team, established by the District Administrator or his/her designee, will be comprised of key stakeholders who work closely with the position to be filled. The district administration team and School Board shall interview and select the final candidate.

Applicants for a posted administrative vacancy, whether they are internal or external candidates, will follow the same procedure. The philosophy of the School District is to hire the individual who is best qualified for the position from either inside or outside of the District.

Administrative staff members shall be appointed by a majority vote of the Board. All persons holding positions of administrator within the District are encouraged to reside within the boundaries of the River Valley School District.

Employment shall be conditional on a background investigation and Criminal History Records Check.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes
118.24
121.02(1)(a)
PI 8.01(2)(a) Wisconsin Administrative Code
Americans with Disabilities Act of 1990

APPROVED: March 9, 1989
REVISED: October 24, 1996
APPROVED: November 14, 1996
REVISED: May 11, 2017
APPROVED: June 8, 2017