



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## **Support Staff Recruiting/Hiring**

Support staff positions shall be created only with the approval of the Board. When a vacancy in the support staff occurs, the district shall be held responsible for advertising and seeking out the best possible applicants for the position. Application timelines shall be identified in the vacancy notices.

Applications shall be screened by the district. Interviews of selected candidates shall be conducted by the district and shall select a candidate for the position based on the qualifications of the candidate and the candidate's interview.

All persons employed by the River Valley School District shall complete the necessary employment forms and be subjected to a background check as required by State and Federal laws and regulations.

LEGAL REF.: Sections 111.31 - 111.39 Wisconsin Statutes  
120.12(1)

CROSS REF.: Policy #511 - Equal Opportunity Employment  
River Valley All Staff Employee Handbook

APPROVED: June 8, 1989  
REVISED: October 25, 1999  
APPROVED: November 11, 1999  
REVISED: December 9, 2021  
APPROVED: January 13, 2022