



# 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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## **Recruitment and Appointment of District Administrator**

When an opening for the District Administrator occurs, the Board of Education shall be responsible for seeking qualified candidates. The Board of Education shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties required of the District Administrator.

Human Resources shall inform various educational institutions and placement agencies of the District Administrator vacancy as directed by the Board of Education. The services of a consultant may be utilized in both recruiting and interviewing candidates subject to Board of Education approval.

Candidates shall be screened by the Board of Education and those candidates selected shall be interviewed. The Board of Education, or a special committee appointed by the Board of Education, shall conduct interviews with selected candidates. Representatives of the Board of Education may contract the candidates' former or current school districts as part of the final screening process.

The Board of Education shall select a District Administrator at a legally held regular or special meeting of the Board of Education. A majority vote of the Board of Education shall be required to hire the District Administrator.

Approved: July 13, 2017