



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 ~~administrator or designee~~ shall be held responsible for **advertising and** seeking out the best possible applicants for the position. ~~The district administrator shall advertise the support staff vacancy in the local newspaper and post notices of such vacancy in the school buildings.~~ Application timelines shall be identified in the vacancy notices.

Applications shall be screened by the district ~~administrator or designee.~~ Interviews of selected candidates shall be conducted by the district ~~administrator or designee.~~ ~~The district administrator or designee~~ 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