

**MENOMINEE INDIAN SCHOOL DISTRICT**

221 Rule

GUIDELINES FOR RECRUITING AND HIRING ADMINISTRATORS

1. When a position vacancy occurs, the District Administrator shall advise the Board of Education of the vacancy with a recommendation whether it should be filled. (Pending action by the Board, the District Administrator may immediately commence recruitment if he/she believes that hiring a replacement as soon as possible is in the District's best interest). A recommendation to fill the vacancy shall include:
  - A. A request that a vacancy be declared by the Board;
  - B. A request for approval of a position description conforming to the requirements in paragraph 2-A, below; and
  - C. A recruitment plan (for example, posting, advertising, notifications to placement offices).

In the event of a vacancy in the position of District Administrator, the Board shall create a recruiting committee and shall assign a Chair of that committee. The Chair of the committee shall have the same duties and responsibilities as the District Administrator in the process described in this policy.

2. Posting Announcement - Each posting announcement shall include the following:
  - A. A position description which shall, at a minimum, include:
    1. a detailed specification of the position's duties and responsibilities.
    2. a specification of those qualifications which an applicant must possess in order to be considered (for example, certain Department of Public Instruction (DPI) teacher or administrator licenses, college degrees, etc.).

3. a statement of preferred qualifications meaning those which an applicant is not required to have but which shall be considered favorably in the selection process because they would advance the educational objectives of the District and the school (for example, three years experience in mathematics of reading instruction)
- B. A statement that individuals interested in applying for the position should submit a letter of application to the District Administrator with the following attachments:
1. a resume which is current within the previous 30 days;
  2. copies of certified transcripts from all post-secondary institutions attended;
  3. copies of current Wisconsin instructional and administrative licenses (including copies of the applications for such licenses), or a written statement from the DPI that the applicant is eligible for a license for the position being sought; and
  4. employment references for the previous 10 years or most recent five employers, whichever is fewer, including for each the name of the person to contact, address and telephone number; and
- C. The following statements:
1. "The mission of the Menominee Indian School District is to provide a safe learning environment that allows every child an opportunity to succeed culturally, intellectually, academically, emotionally, socially and physically. Employee shall at all times conduct themselves so as to be role models in support of this mission. Conduct

which constitutes a threat to the safety, morals or welfare of students and employees, or the security of District property is not consistent with this mission."

2. "The Menominee Indian School District is an Equal Opportunity Employer. It does not discriminate on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or any other factor outlined in state or federal law, with regard to hiring, terms, conditions, or privileges of employment, with the exception of the hiring preference described below. Where individual qualifications are equal, preference will be given in the following order: 1) enrolled member of the Menominee Nation 2) Native American; 3) resident of the Menominee Reservation, 4) others."

D. The date by which completed applications must be received.

3. Upon the Board's declaration of a vacancy and approval of the position description, the District Administrator shall:

A. Appoint the interview committee composed of two administrators, including the District Administrator, one parent/member of the community, and one teacher (if available). The chair shall be designated by the District Administrator or the Board in case of a vacancy in the District Administrator's office.

4. The District Administrator's Office shall be responsible for:

A. Implementing the recruitment plan for the position;

- B. Maintaining the official applicant file, which shall contain all original copies of documents relating to the applicant;
- C. Sending each person submitting a letter of application:
  - 1. a letter acknowledging receipt of the letter of application specifying deficiencies, if any, in the applicant's submission and requesting their correction before the application deadline;
  - 2. a copy of the position description approved by the Board, and
  - 3. a copy of the applicant background check list information
- 5. After the application deadline, the District Administrator or his/her designee shall begin the screening process by determining which applicants meet the minimum requirement for the position, and refer copies of their letter of applications, resumes, and transcripts to the chair of the interview committee.
- 6. The chair of the interview committee shall:
  - A. Review the qualifications of the applicants referred by the District Administrator and schedule a time and place for interviews. The applicants will be judged by the chair, in consultation with the District Administrator, to be the most qualified for the position considering the position description approved by the Board;
  - B. In consultation with the District Administrator, write a standard set of interview questions;
  - C. Schedule the applicant interviews; and
  - D. Brief each candidate on the District.

7. Before a candidate is interviewed, each member of the interview committee shall review the candidate's letter of application, educational transcripts, and resume.
8. Conduct of candidate interviews:
  - A. It is the responsibility of every member of the interview committee to attend all candidate interviews. Committee members may not leave an interview while it is in progress.
  - B. The committee chair shall pose all standard interview questions to the candidate. Committee member may ask follow-up questions to clarify a candidate's response, but may not ask impromptu questions outside the scope of the standard interview questions.
  - C. After all interviews are completed, the committee shall deliberate and recommend a candidate to the full Board for approval.
9. After the interview committee has adopted its recommendation, the chair shall:
  - A. Collect from committee members copies of all candidate materials and forward them to the District Administrator's Office for disposition.
10. The District Administrator's Office will provide copies of the recommended candidate in the Board packet for consideration at the next schedule meeting.
11. When a candidate accepts an offer, the District Administrator shall:
  - A. ensure that the candidate promptly signs a contract which includes a provision that it is conditioned on
    1. final approval by the Board;
    2. satisfactory completion of a background investigation; and

3. satisfactory results on pre-employment alcohol, drug and substance screening;
  - B. immediately initiate a background investigation of the candidate under the established procedures; and
  - C. inform the other applicants that they have not been selected.
12. The District Administrator shall promptly review the results of the background investigation and the alcohol, drug and substance screening test after they are received and discuss any irregularities or questionable items with the Board in consultation with legal Counsel. The results of the background investigation and the screening test shall be confidential, to the extent required by law, and shall be separated from the other portions of the individual's personnel file by placing them in a manila envelop prominently marked with the following notation:

"CONFIDENTIAL: THE CONTENTS OF THIS ENVELOPE MAY NOT BE INSPECTED BY ANY PERSON WITHOUT THE PRIOR, WRITTEN CONSENT OF THE DISTRICT ADMINISTRATOR"

LEGAL REF.: Section 118.24 Wisconsin Statutes  
20 USC § 7703

APPROVED: July 1990

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