

MENOMINEE INDIAN SCHOOL DISTRICT

533-Rule

GUIDELINES FOR PROFESSIONAL STAFF
RECRUITING/HIRING

1. When a position vacancy occurs, the District Administrator shall advise the Board 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).

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 as 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 or 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;
 - 5) (Optional) answers to essay questions. (For example, "How can the teacher help to develop or strengthen the ties among school, home and community?" or "What instructional experiences have you had with minority children?")
- 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 intellectually, academically, emotionally, socially and physically. Employees 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 competent 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. Where individual qualifications are equal, preference will be given in the following order: (1) member of the Menominee Nation, (2) Native American; (3) resident of the Menominee Reservation, (4) Others.
 - D. The date by which complete letter of application must be received.
3. Upon the Board's declaration of a vacancy and approval of the position description the District Administrator (or appropriate administrator) shall:
 - A. inform the Superintendent's Office of the Board's action; and
 - B. appoint the interview committee composed of one principal, a teacher from the same or related curriculum area. The committee chair shall be the principal.
4. The Superintendent'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; and/or follow-up with a telephone call
 - 2) a copy of the position description approved by the Board, and
 - 3) a copy of the Standard Background Information form - Certified and Administrative, setting a 10-day deadline for its submission.
5. After the application deadline, the building principal shall determine which applicants meet the minimum requirements for the position, and refer copies of their letter of application, resumes, and transcripts to the Superintendent's Office.
6. The Superintendent's Office shall:
 - A. schedule a time and place for interview of the applicants judged by the building principal to be the most qualified for the position considering the position description approved by the Board;
 - B. provide sample interview questions for review;
 - 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 members 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 an unranked list of two candidates for further consideration.
9. After the interview committee has adopted its recommendation, the building principal shall:
- A. communicate the committee's recommendation to the District Administrator; and
 - B. collect from committee members copies of all candidate materials and interview questions and forward them to the Superintendent's Office for disposition.
10. The building principal shall:
- A. interview each candidate's employment references using the standard set of reference questions and document the responses in writing for inclusion in the candidate's file;
 - B. interview each recommended candidate;
 - C. contact one of the candidates to offer the job and 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.
 - D. immediately initiate a background investigation of the candidate under the established procedures.
11. The District Administrator's recommendation shall be submitted to the full Board for its approval.

12. After the Board has approved the District Administrator's recommendation, the Superintendent's Office shall inform the other applicants for the position that they have not been selected.

13. 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 envelope 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"

APPROVED: July 1990

REVISED: January 1994
November 1994
August 1996
November 18, 2004
June 2006