

Sparta Area School District

Administrative Rule 170 A – Hiring Practices

Supervisors will refer to the following items for the hiring of staff:

- Supervisor verifies that a specific position is open. This should include a written resignation for an existing position or board action to create a position. The original resignation is forwarded to the superintendent's office.
- Supervisor completes the Open Position form and forwards the form to the superintendent's office. The supervisor should review the district's job description (or recommend the development of a description for new positions), recommend changes as needed, and include with the Open Position form.

Superintendent's office will post the positions as received when all components of the listing are completed. The posting may be completed internally as well as externally during the same period. Opening will be posted in the following locations:

Administrators

1. WECAN
2. WASB Classified Clips and/or Wisconsin School Leadership Center (WASDA)
3. District Website

Other Professional Staff

1. WECAN
2. District Website
3. Sparta and La Crosse Newspapers (optional)

Classified Staff

1. WECAN
2. District Website
3. Sparta Newspaper
4. La Crosse Newspaper (optional)
5. Wisconsin Tech Connect/Job Center of Wisconsin (optional)
6. Chamber of Commerce Website

Coaches/Extra Duty Advisors

Posting sites will be at the discretion of the principal or activities director

1. District Website - usual
2. Sparta Newspaper - usual
3. Chamber of Commerce Website - usual

Applicants for open positions will be required to submit the following materials:

Certified Staff

1. Letter of Application
2. WECAN or District Application Form
3. Resume'
4. Transcripts
5. Letters of Recommendation (3)
6. License

Co-Curric Coaches/Advisors

Initial Hires:

1. Letter of Application
2. District Application Form
3. Resume' (if requested)

Classified Staff

1. Letter of Application
2. District Application Form
3. Resume' (if requested)
4. License (if appropriate)
5. Letters of Recommendation (2)

Internal Hires:

1. Written Letter of Interest

If a candidate recently submitted application materials for a different open position, a new letter of application from the candidate requesting the transfer of application materials is acceptable.

Supervisor will establish an interview committee(s), including administration, staff, parents, and/or community representatives. Pay for participation on interview committees held outside of contracted time will not be made available. The supervisor will consult with the board president if board member participation on the interview committee is desired. Written confirmation of the interview date(s) and information concerning the interview process will be sent to the participants.

Supervisor will establish a process for screening applications that may include some or all members of the interview committee. A reasonable effort will be made to include all qualified internal applicants in the list of candidates to be interviewed.

Appropriate references will be contacted for finalists. The district's Reference Check form, or an alternative form will be used and submitted with the application materials.

Candidates to be interviewed should be contacted by phone. Finalists will be required to complete the background consent form.

Supervisor develops the list of interview questions in consultation with the interview committee.

During the interview process, the candidates and members of the interview committee will be treated as professionals. Copies of applications and interview materials will be presented to all interview committee members. The interview committee will meet ahead of the first interview for instructions, including a discussion of appropriate questioning. Interview committee members will be asked to sign the District's "Expectations for Participants of Interview Teams".

- During the interview process, individual and group ranking sheets should be used. Effort will be made to reach consensus on the group ranking of the candidates. At the completion of the interview process, provide an opportunity for the interview committee to evaluate the selection process.
- Supervisor reviews transcripts (professional staff candidate) to determine correct salary placement.
- Supervisor contacts the selected candidate. Included in this discussion should be the job description, salary and benefits.
- Supervisor conducts a criminal history background check utilizing District's contracted service (Infomart). See Administrative Rule 170B for guidelines. Requires a Consent for Background Check Form to be submitted.
- Supervisor submits the appropriate Recommendation for Employment form to the superintendent's office. Attached to the recommendation form is the candidate's application materials and verification of background check. Supervisors should also use this form for internal transfers. Employment recommendations will not be placed on the board agenda without the completed Recommendation for Employment form.
- Secure a mentor for all new teachers and include this information in the Recommendation for Employment.
- A communication of rejection for all candidates will be sent in a timely manner.
- All interview materials will be forwarded to the superintendent's office in an organized manner. This includes:
 1. A spreadsheet of candidates, including contact information (This is provided for certified staff through WECAN)
 2. List of interview committee members
 3. Copy of the job posting
 4. Interview questions
 5. Anecdotal notes on interviews
 6. Candidate ranking sheets
 7. Reference check forms
 8. Signed "Expectations for Participants of Interview Teams"
 9. Any other documents and notes relevant to the hiring process

Revised August 2010

Revised August 2013

Revised December 2015

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