

Sparta Area School District

Article 170 – Hiring Practices

The Board of Education shall hire the superintendent. The Board of Education shall approve the hiring of all administrators and all professional staff. The board may participate in the recruiting, screening, or interviewing of administrators or other key leadership positions but it most often delegates these responsibilities to administration and holds the superintendent responsible for recommending final candidates to the board. The superintendent and/or designee shall approve the employment of all support staff and middle management staff.

The board is responsible for setting policy and procedures to guide the district's hiring practices and to ensure that policies are being followed.

The board recognizes the importance of hiring and retaining the highest quality employees. The district also recognizes the impact of the hiring process in recruiting and selecting the best candidates, promoting public involvement in the district, ensuring public support for new employees and programs, and promoting the district as a desirable place to work.

The following are to be considered during the recruiting, screening and selection process:

1. Whenever possible, screening and selection of final candidates should be done by a committee which includes community members as well as administration and staff representatives. Final approval rests with the board.
2. A reasonable effort will be made to include all qualified internal applicants in the list of candidates to be interviewed.
3. This policy prohibits hiring an individual if he or she will be supervising or supervised by his or her spouse, relative or other individual living within the household.
4. The Sparta Area School District does not accept or retain unsolicited applications due to statutes governing public records and record retention requirements.
5. The Board of Education will allow the superintendent to offer newly hired administrators and middle management employees up to 3% above or 6% lower than the current vacated position salary with the concurrence of the Board of Education President any time the offer is different than the current salary.(Board action June 24, 2014)

The Sparta Area School District shall take action to achieve equal employment opportunity in all personnel matters and procedures, including, but not limited to: recruitment, hiring, training, transfers, promotions, compensation and other benefits. To accomplish this task, the District shall not discriminate against properly qualified individuals by reason of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the National Guard, state defensive force of any other reserve component of the military forces of the United States or this state or use or nonuse of lawful products off the employer's premises during non-working hours, or any other factor outlined in state or federal law.

Legal Reference: Wisconsin Statutes 111.32 – 111.39

Cross Reference: Board Policy Series 200
Article 319 – Equal Employment Opportunity
Administrative Rule 170 A – Hiring Practices
Administrative Rule 170 B – Background Checks
Administrative Rule 170C – Varsity Head Coach
Applications and Hiring Process
Open Position Form
District Application Form
Expectations for Participants of Interview Teams Form
Reference Check Form

Approved: September 27, 2005

Revised: February 27, 2018
May 22, 2018