

Teacher Employment

No. 533

(A) 5-24-79

(R) 2-12-96

(R) 9-10-12

(R) 4-13-15

- I. Vacancies will be listed at the various placement bureaus by the District Administrator or his/her designee. All listings will announce that candidates are to submit a letter of application and are to order credentials sent to the District.
- II. The appropriate administrator shall be responsible for interviewing candidates that are determined qualified for the posted job opening.
- III. State statute requires that all teachers hold the proper credential before they are offered a contract. When the District Administrator forwards a recommendation to the Board the appropriate license and supporting information must be attached to the prospective teacher's recommendation file.
- IV. All teacher applicants being recommended for employment or transfer shall take and pass a drug test administered at a clinic of the district's choice. Cost of the test will be paid by the district.
- V. Upon initial employment a physical examination shall be required in accordance with section 118.25 of Wisconsin Statutes showing individual is free from tuberculosis in a communicable form. The cost of the physical examination and TB test will be paid by the district.
- VI. When a final recommendation is approved, the individual will be offered a contract by official action of the Board of Education.
- VII. The District Administrator or his/her designee will respond in writing to each applicant after a posted job position is filled. The appropriate administrator shall retain copies of written job applications for one year from the date of the posted job opening.

LEGAL REFERENCE: s.118.21 WISCONSIN STATUTES