

SUPPORT STAFF HIRING

The Superintendent is delegated the responsibility for the recruitment, employment, assignment, and service termination of all support staff personnel, and for the management of the required record keeping to perform the personnel function.

It shall be the responsibility of the Superintendent to locate suitable candidates. The Superintendent may include other staff members in the selection process and/or delegate portions of the selection process to other administrators. Candidates selected should have the abilities and training necessary to perform the basic job tasks for which he/she is assigned.

All new employees hired in the School District of Brodhead shall complete all employment forms required by state and federal laws and by the District (e.g., employment application form, W-4 form, Immigration and Naturalization Service Form I-9).

LEGAL REF: WI. ST. 118.24 (a) and (c)

Adopted: March 13, 1991
Last Revision: January 14, 2004
Last Review: February 8, 2017
