



Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
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### 3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The Board ~~of Education~~ recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

The Board shall approve the employment and also fix the compensation and establish the term of employment for each professional staff member employed by this District. Such approval shall be given only to those candidates for employment recommended by the District Administrator. Teachers may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law. The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. teachers
- B. administrators
- C. counselors
- D. social workers
- E. school psychologists
- F. library/media specialists

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to the District office.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter relating to said employment.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process. For those staff members who will be

instructing children in reading and/or language arts pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

The District Administrator shall prepare procedures for the recruitment and selection of all professional staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

#### REQUIREMENTS FOR TITLE I TEACHERS

All teachers hired after the first day of the 2002-2003 school year for a Title I supported program must be "highly qualified".

"Highly Qualified" means:

- A. Full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary or provisional basis
- B. For elementary teachers new to the profession, this also requires:
  1. at least a bachelor's degree
  2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice)
- C. For secondary or middle school teachers new to the profession this also requires:
  1. at least a bachelor's degree, and
  2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
  3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing
- D. For elementary, middle, or secondary school teachers with prior experience, this also requires;
  1. at least a bachelor's degree, and
  2. meets standards for new teachers (above), or
  3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State)

#### **REQUIREMENTS FOR TEACHERS IN DISTRICTS RECEIVING TITLE I FUNDING**

By the 2005-2006 school year, all teachers in a District receiving Title I funds shall be "highly qualified" as described above. The District must have a plan and show annual progress towards meeting these teacher qualification requirements.

Revised 2/6/17

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Legal

118.19, Wis. Stats.

118.21, Wis. Stats.

118.21(2), Wis. Stats.

121.02, Wis. Stats.

20 U.S.C. 6319

20 U.S.C. 7801

Last Modified by Nichole Schweitzer on November 30, 2018