

Lancaster Community School District

Personnel

**PROFESSIONAL STAFF RECRUITING/HIRING**

When recruiting for professional staff positions, advertisements shall be sent to the appropriate recruiting sites as determined by the administrative team.

The District Administrator, or designee, shall recommend candidates for teaching positions for approval by the Board of Education. Candidates recommended for employment shall meet established position qualifications, including appropriate certification, and be able to perform the essential functions of the position.

Hiring procedures shall include a criminal background check. If an applicant fails to disclose his/her criminal background as required on the application form, legal counsel may be consulted to determine whether the application will be rejected.

LEGAL REF.: Sections 111.31 - 111.395 Wisconsin Statutes  
118.195  
118.20  
118.21  
118.24  
120.12(1)  
121.02(1)(a)  
PI 3, 34 , Wisconsin Administrative Code  
PI 8.01(2)(a)  
Americans with Disabilities Act of 1990

CROSS REF.: 511, Equal Opportunity Employment  
531, Professional Staff Certification  
Professional Staff Job Descriptions  
LEA Agreement

APPROVED: July 12, 1995

REVISED: June 11, 2003