

## **SCHOOL DISTRICT OF BAYFIELD**

### **RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS**

The Board of Education vests the primary responsibility for administration of this District in the District Administrator of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

The Board shall seek the best qualified and most capable candidate and shall consider only those candidates who meet both state and local qualifications, and who display the ability to successfully perform the essential duties of the District Administrator.

The Board shall inform various placement agencies of the vacancy in administration. The Board, as a whole, shall select and appoint the District Administrator at a legally held regular or special meeting of the Board. A majority vote of the Board shall be required.

Whenever the position of District Administrator shall be vacant, the Board shall appoint a District Administrator of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The District Administrator so appointed shall devote himself/herself to the duties of his/her office and shall maintain his/her principal residence within the District unless otherwise approved by the Board.

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

The District Administrator shall confer with the Board on the selection process to be used in filling administrative staff vacancies. Administrative staff members shall be appointed by the Board, upon recommendation of the District Administrator. All administrative staff members appointed shall meet both state and local qualifications and display the ability to carry out the essential duties of the administrative position.

All candidates shall be considered fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the administrative position.

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

CROSS REF.: 223, Administrative Contracts  
511, Equal Opportunity Employment

APPROVED: June 8, 1992  
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