

Policy

**BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT**

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EMPLOYMENT OF PROFESSIONAL STAFF

The Board 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. Teachers may only be employed by contract, and full-time teachers may only be employed 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.

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

All applications for employment shall be referred to the Human Resource Department.

Any applicant being hired by an Administrator/Director for a professional position will need to submit a staffing memo to the District Office for approval by the Board or District Administrator. This includes, but not limited to Long-Term Professional Substitutes, Limited Term Employees, and Summer School Teachers who are not currently employed by the District.

Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, however, arrangements should be made so that, the staff member being employed is not placed in a position in which they would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to their 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, except as prohibited by law. Employment shall be recommended to the Board at the next regular meeting.

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No candidate for employment to the professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process.

There must be verification of a satisfactory background check and cleared for employment Physical & TB.

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, or evidence of a timely filed extension of such certification with the department of Public Instruction. Only teachers that hold the appropriate license, permit, or accepted application for extension of certificate for the subject matter and grade level taught shall be considered qualified.

The District Administrator shall prepare procedures for the recruitment and selection of all professional staff.

Candidates desiring employment within the School District must apply electronically on Frontline. (WECAN is our resource) When a vacancy occurs, candidates to be considered will be screened and interviewed by at least one (1) member of the administrative staff. Whenever possible, at least three (3) candidates shall be interviewed. Two (2) or more references of the candidate and the current or previous employer will be contacted about the personal characteristics and other information about the candidate. All persons proposed to the Board of Education for employment shall have the recommendation of the District Administrator. All contracts shall be official when approved by the Board of Education.

The Board recognizes that emergency situations will arise wherein it is imperative that personnel be hired prior to being able to obtain final approval of the Board. In such instances, when the interviewing member of the administrative staff, the District Administrator, and the Board President concur with their recommendation, the Board will allow the District Administrator to offer a contract to the potential candidate with the understanding that the District Administrator will justify the action at the first opportunity to the Board to obtain its approval, pending an approved background check.

Implementation:

1. Administration will submit an approved new/additional/vacant position to the Opportunities & Facilities Department for an employment posting. (At no time shall a staff member submit a Staffing Memo to the Opportunities & Facilities Department without Administrative approval. At no time shall a staff member hire an employee without Administrative approval).

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2. Candidates desiring employment within the school district must complete the application process through WECAN. Such information shall include letters of reference, transcript, resume, and any information appropriate to make an employment decision. Each candidate will be required to complete personal information and a background investigation form. Applications will be kept on file for a period of at least one (1) year.
3. When a vacancy occurs, candidates to be considered will be screened and interviewed by at least one (1) member of the administrative staff. Whenever possible, at least three (3) candidates shall be interviewed.
4. Two (2) or more references of the candidate and the current or previous employer will be contacted about the personal characteristics and other information about the candidate.
5. All persons proposed to the Board of Education for employment shall have the recommendation of the building administrator and the District Administrator.
6. Employment begins after the District receives confirmation of an approved background check investigation and approval from the Board of Education.

District Supported Alternative Licensing Programs

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

Experienced-Based Licensure for Technical and Vocational Education

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

- A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):
 1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
 2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
 3. For a bachelor's degree in a field other than those described in numbers 1. And 2., above, sixty-five (65) points.
 4. For industry or vocational certification, ninety (90) points.
 5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
 6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.

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7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
 8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours, worked up to a maximum of ninety (90) points.
- B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):
1. For a bachelor's degree in technical or technology education, 100 points.
 2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
 3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) point per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
 4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals who have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

Professional Teaching Permit

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by the DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.

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- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

Paperwork to complete Personnel File:

- Current Background Investigation
- Frontline Application process to include all State and Federal Trainings
- DPI License – must hold a current:
 - Provisional Educator License, Tier II
 - Lifetime Educator License, Tier III
 - Master Educator License, Tier IV
 - Other License Type as stated through the DPI – Educator Licenses (found on DPI website)
- Physical & TB Testing
- Professional Staff Handbook Acknowledgement
- Financial Paperwork
- Transcript
- Recommendation Letters

Wisconsin Statutes:

118.191, Wis. Stats.

118.192, Wis. Stats.

118.21, Wis. Stats.

118.22(2), Wis. Stats.

118.24, Wis. Stats.

121.02, Wis. Stats.

Wisc. Admin. Cod P.I. 34

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