

## **SERIES 500 – PERSONNEL**

### **Support Staff - 560**

#### **Support Staff Recruiting and Hiring (560)**

For this policy, support staff positions are:

- Food Service Staff
- Janitorial and Maintenance Staff
- School District Transportation Staff
- Clerical and Secretarial Staff
- Education Paraprofessionals
- Student Health Care and Nursing Staff
- Computer Technician

When a vacancy for a support staff position opens at the Norwalk-Ontario-Wilton School District, the goal is to hire the most qualified person for the position, taking into account educational level, skill levels, experience in working around people and children, and the understanding of the school district vision and mission statement. When a vacancy occurs for any support staff position, the District Administrator may look into contracting services from an outside agency or share the position with another school district if it appears this could be advantageous to the school district. The Norwalk-Ontario-Wilton School Board will have final say if the position is to be contracted with an outside agency or school district or if it is advertised. If it is advertised, the position will be posted at a minimum of the following areas:

- On the school district web-site.
- In the County Line.

Once applications are received by the posted deadline, interviews will be held by procedures determined by the District Administrator. The successful applicant will receive a Letter of Assignment for the position. The Letter of Assignment will include:

- The position for which the successful candidate will be assigned.
- The timeline that indicates when the position takes place.
- The wage or salary that the person will receive for the performance of such duties.

School Bus Drivers will receive contracts under Wisconsin Statute 121.52(2). Unsolicited applications or letters of interest for future or potential employment positions will not be accepted by the Norwalk-Ontario-Wilton School District.

Legal Reference: WI Stats., 111.31, 111.395, 118.195, 118.20, 120.12(1),121,52(2)

Cross Reference: Policy 511 – Equal Opportunity Employment  
Norwalk-Ontario-Wilton School District Support Staff Handbook

Approved: 2/16/2015