

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

ADMINISTRATION
1220/PAGE 1 OF 2

EMPLOYMENT OF THE SUPERINTENDENT

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

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent 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 of 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 Board shall actively seek the best qualified and most capable candidate who is able to perform the essential functions of the position of Superintendent.

It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;

District Policy & Regulations

BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

No person may be employed as Superintendent of this District unless s/he has the proper Wisconsin certification or has applied for certification as a superintendent in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- C. the benefits to which s/he is entitled;
- D. a provision for the termination of the contract;
- E. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed shall devote himself/herself to the duties of his/her office.

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 selection will comply with Policy 3122 Equal Employment Opportunity. The person selected for the position of Superintendent shall be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

118.24, 118.25, 121.02 (1) (a) Wis. Stats.
Cross Ref: 3122, Equal Employment Opportunity

Adopted: 06/09/98
Revised: 10/23/00, 03/25/02, 12/08/03