

**SELECTION OF SUPPORT STAFF**

The Board of Education shall appoint all full-time and part-time maintenance and custodial workers, secretaries, food service staff and teacher aides upon recommendation of the District Administrator. Persons recommended for employment shall meet the qualifications established for the type of position for which the recommendation is made and shall be able to perform the essential functions of the position.

Work assignments shall be made by the District Administrator or designated representative. The duties of teacher aides shall be assigned by the building principal. All support staff members shall be directly responsible to the employee authorized by the District Administrator to make work assignments.

The terms of the working agreement shall be made known to all support staff member at the time of hiring.

LEGAL REF.:               Americans with Disabilities Act of 1990  
                                  Sections 111.31-111.39 Wisconsin Statutes

CROSS REF.:              511, Equal Employment Opportunities  
                                  Job Description Handbook

APPROVED:               February 9, 2000