

**401.1 LICENSED AND CLASSIFIED EMPLOYEES - QUALIFICATIONS,
RECRUITMENT, SELECTION**

Persons interested in a district position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for positions in the school district in accordance with applicable laws and school district policies regarding equal employment district positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The superintendent, or his/her designee has the authority to hire and sign support personnel employment contracts, without board approval, for bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers.

LEG REF: 29 U.S.C. §§ 621-634.
 42 U.S.C. §§ 2000e; 12101 *et seq.*
 Iowa Code §§ 20; 35C; 216; 256.27; 279.8; 279.13, 279.20.
 281 I.A.C. 12.
 281 I.A.c. 14.

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