

# CLASSIFIED EMPLOYEE- QUALIFICATIONS, RECRUITMENT, SELECTION

## Code No. 411.2

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school district in accordance with applicable laws and school district policies regarding equal employment. Job applicants for classified employee 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 or other license or certificate, if required, for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa.gov, the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent will recommend employment of classified employees to the board for approval.

Legal Reference: 29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e, 12101 *et seq.*  
Iowa Code §§ 20; 35C; 216; 256.27; 279.13.  
281 I.A.C. 12.  
282 I.A.C. 14.

Cross Reference: 401.01 Equal Employment Opportunity

401.03 Nepotism  
401.06 Limitations to Employment References  
405.01 Licensed Employee Defined  
405.03 Licensed Employee Individual Contracts  
405.07 Licensed Employee Transfers  
405.08 Licensed Employee Evaluation  
410.01 Substitute Teachers

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