

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE- QUALIFICATIONS, RECRUITMENT, SELECTION 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, the online state job posting system. Additional announcements of the position may occur through means the Director of Human Resources 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 Director of Human Resources will recommend employment of classified employees to the board for approval. The superintendent or designee, however, will have the authority to employ a classified employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

Legal Reference: 29 U.S.C. §§ 621-634.
 42 U.S.C. §§ 2000e; 12101 *et seq.*
 Iowa Code §§ 20; 35C; 216; 256.27; 279.8; 279.20
 281 I.A.C. 12

Cross Reference: 401.1 Equal Employment Opportunity
 411 Classified Employees - General

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