

# Board Policy

Code No. 411.2

## CLASSIFIED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a classified employee position shall have an opportunity to apply and qualify for positions in the school district without regard to race, color, creed, religion, gender, sexual orientation, gender identity, national origin, socio-economic status, disability, or age. Job applicants for classified employee positions shall 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 if required for the position.

Announcement of the position shall be through whichever means the Superintendent or designee believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the district supervisor or administrator who will be directly supervising and overseeing the person being hired.

The Board shall employ a classified employee after receiving a recommendation from the Superintendent or designee. However, the Superintendent or designee shall 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 (2012).  
42 U.S.C. §§ 2000e, 12101 et seq. (2012).  
Iowa Code §§ 20; 35C; 216; 279.13 (2013).  
281 I.A.C. 12.  
282 I.A.C. 14.  
1980 Op. Att'y Gen. 367.

*Cross Reference:* 401.1 Equal Employment Opportunity  
405 Licensed Employees – General  
410.1 Guest Teachers  
411 Classified Employees - General

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