

# 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 in accordance with applicable laws and school district policies regarding equal employment. 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.

All job openings shall be submitted to the Iowa Department of Education for posting on Teachlowa, the online state job posting system. Additional announcements of the position shall be through whichever means the Superintendent or designee believes will inform potential applicants about the position.

The Superintendent 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.

*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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