

# Series 400 – Employees

Policy Title: CLASSIFIED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION Policy 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 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 the 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 superintendent believes will inform potential applicants about the position. When possible, those screening applicants shall include the administrator who directly supervises and oversees the position.

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

Date of Adoption 3/29/1990

Review Date 1/27/2020

Revision Date 1/27/2020

Legal Ref.: 29 U.S.C. Secs. 621-634  
42 U.S.C. Secs. 2000e; 12101 et.seq  
Iowa Code Chapters 20; 35C; 216; 279.8; 279.2  
281 I.A.C. 12

Cross Ref.: 401.1 Equal Employment Opportunity  
411 Classified Employees - General