

# Series 400 – Employees

Policy Title: RECRUITMENT, QUALIFICATIONS, AND SELECTION OF CERTIFIED EMPLOYEES

Policy Code No. 401.2

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The Board of Directors believes all people should have an opportunity to apply and qualify for certified staff positions in the District without regard to race, color, age (except students), creed, religion, sex, national origin, sexual orientation, gender identity, disability, socioeconomic status or marital status. Therefore, all job applicants will be considered for certified positions on the basis of the following:

1. Training, experience, and skill;
2. Nature of the occupation;
3. Demonstrated competence; and
4. Possession of, or the ability to obtain, the appropriate state license or certificates required for the position.

It shall be the responsibility of the Superintendent or designee of schools to develop procedures for the hiring of certified employees. The Superintendent may delegate the recruitment and selection of certified employees for recommendation to the Board of Directors to his/her staff. When possible, those screening applicants shall include the district employee who will directly supervise and oversee the person being hired.

The Board of Directors has the authority to officially employ all certified employees after receiving a recommendation for action from the Superintendent or designee. However, the Superintendent or designee may employ a certified employee on a temporary basis until a formal recommendation can be made and formal action can be taken by the Board of Directors on the position.

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Legal Ref.: 29. Secs. 621-634 (May, 1986).  
42 U.S.C.S. Secs. 2000 et.seq (May, 1986).  
Iowa Code Chapters 20, 70, and 601A (1985 & Supp. 1985).  
640 Iowa Administrative Code Chapter 4.  
670 Iowa Administrative Code Chapters 13-17.

Cross Ref.: Board Policy  
406.2 Recruitment, Qualifications, and Selection of District Classified Employees  
408.13 Equal Employment Opportunity and Affirmative Action - All Employees