

# EMPLOYEES

## Series 400

Policy Title Licensed Employee Qualifications, Recruitment, Selection Code No. 405.02

Persons interested in a licensed position, other than administrative positions which will be employed in accordance with board policies in Series 300, "Administration" will have an opportunity to apply and qualify for licensed positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed 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 license if required for the position.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications are returned to the school district administrative office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed.

### Legal Reference:

29 U.S.C. §§ 621-634  
42 U.S.C. §§ 2000e *et seq.*  
Iowa Code §§ 20; 35C; 216; 294.1 (2009).  
281 I.A.C. 12.  
282 I.A.C. 14.  
1980 Op. Att'y Gen. 367.

### Cross Reference:

401.01 Equal Employment Opportunity  
405.00 Licensed Employee - General  
410.01 Substitute Teachers

Date of Adoption: September 17, 2009 (Revised)

Related Administrative Rules and Regulations:

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