

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, marital status, socioeconomic status, religion, 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.

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 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 (central/superintendent) 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 the certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed. The initial placement of staff on the salary schedule shall be the responsibility of the Superintendent of Schools. Up to a maximum of fifteen (15) years of actual teaching experience will be given to teachers new to the district. The Board of Education reserves the right to award beyond fifteen (15) years of actual teaching experience to teachers new to the district.

Legal Reference:

29 U.S.C. §§ 621-634
42 U.S.C. §§ 2000e *12101 et seq.*
Iowa Code §§ 20; 35C; 216; 279.13
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

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