

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 in accordance with applicable laws and school district policies regarding equal employment. Job applicants for licensed positions will be considered on the basis of the following:

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

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 TeachIowagov, 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. 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 initial placement of staff on the salary schedule, in regard to qualifications, recruitment and selection of such employees, 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.

NOTE: This is a mandatory policy. Marital status is not a protected class for employees. The class may be added at the discretion of the board. Boards may delegate the hiring of teachers to the superintendent. If the board decides to do so, the delegation must be in board policy so boards should either accept the language in the board policy or develop their own.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

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.

Cross Reference:

401.01	Equal Employment Opportunity
401.03	Nepotism
401.06	Limitations to Employment References
405.01	Licensed Employee Defined
405.03	Licensed Employee Individual Contracts
405.07	Licensed Employee Transfers
405.08	Licensed Employee Evaluation
410.01	Substitute Teachers

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