

CLASSIFIED EMPLOYEE - QUALIFICATIONS, RECRUITMENT, SELECTION

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee 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 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 ability to obtain, state or other license or certificate, if required, for the position.

Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications will be returned to the central administration office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

*[The superintendent will recommend employment of classified employees to the board for approval. **OR** The superintendent has the authority to hire, without board approval, bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers. (These positions are the ones listed in the statute. Boards can add or delete from this list and should develop the list as it best reflects their district.) The superintendent also has the authority to sign individual contracts if applicable.]*

**NOTE: This is a mandatory policy.**

Legal Reference: 29 U.S.C. §§ 621-634 (2012).  
42 U.S.C. §§ 2000e *et seq.* (2012)  
42 U.S.C. §§ 12101 *et seq.* (2012)  
Iowa Code §§ 35C; 216; 279.8; 294.1 (2013).  
281 I.A.C. 12.4(5)

Cross Reference: 401.1 Equal Employment Opportunity  
411 Classified Employees - General

Adopted: October 17, 2016

Reviewed:

Amended: