

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.

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 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.

Legal Reference: 29 U.S.C. §§ 621-634.
42 U.S.C. §§ 2000e; 12101 *et seq.*
Iowa Code §§ 20; 35C; 216; 256.27; 279.8; 279.20
281 I.A.C. 12

I.C. Iowa Code	Description
Iowa Code § 20	<u>Collective Bargaining</u>
Iowa Code § 216	<u>Civil Rights Commission</u>
Iowa Code § 256.27	<u>Online State Job Posting</u>
Iowa Code § 279.8	<u>Directors - General Rules - Bonds of Employees</u>
Iowa Code § 35C	<u>Veterans Preference</u>
Iowa Code § 279.20	<u>Superintendent - Term</u>

I.A.C. Iowa Administrative Code

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12	<u>General Accreditation Standards</u>

U.S.C - United States Code

U.S.C - United States Code	Description
29 U.S.C. §§ 621	<u>Labor - Age Discrimination</u>
42 U.S.C. § 12101	<u>Public Health - Equal Opportunity - Disabilities</u>
42 U.S.C. § 2000e	<u>Public Health - EEO Civil Rights - Definitions</u>

Cross References

Code	Description
401.01	<u>Equal Employment Opportunity</u>
401.03	<u>Nepotism</u>
401.06	<u>Limitations to Employment References</u>
410.04	<u>Education Associate</u>
411.01	<u>Classified Employee Defined</u>
411.04	<u>Classified Employee Licensing/Certification</u>
411.06	<u>Classified Employee Transfers</u>
411.07	<u>Classified Employee Evaluation</u>

Approved _____ Reviewed 1/20/14, 11/21/16, 8/19/19, 8/15/22 Revised _____