

## LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

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 will be submitted to the Iowa Department of Education for posting on 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 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.

Legal Reference:           29 U.S.C. §§ 621-634  
                                   42 U.S.C. §§ 2000e, 12101 *et seq.*  
                                   Iowa Code §§ 20; 35C; 216; 256.27; 279.13.  
                                   281 I.A.C. 12.  
                                   282 I.A.C. 14.

Cross Reference:       401.1 Equal Employment Opportunity  
                                   401.3 Nepotism  
                                   401.6 Limitations to Employment References  
                                   405.1 Licensed Employees Defined  
                                   405.3 Licensed Employee Individual Contracts  
                                   405.7 Licensed Employee Transfers  
                                   405.8 Licensed Employee Evaluation  
                                   410.1 Substitute Teachers

**Adopted:**           03/15/1999  
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