

**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 in accordance with applicable laws and school district policies regarding equal employment. 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. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent has the authority to hire and sign support personnel employment contracts, without board approval for 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.)

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

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

Approved 12-16-19 Revised 11-18-19