

## 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 IowaWORKS, 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/supervisor 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, paraprofessionals, interpreters, mechanics, maintenance staff, clerical personnel, and food service workers.

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

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

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