

Policy 405.02: Licensed Employee Qualifications, Recruitment, Selection**Status:** ADOPTED**Original Adopted Date:** 01/08/1968 | **Last Revised Date:** 07/08/2024 | **Last Reviewed Date:** 4/13/2020

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 shall be submitted to the Iowa Workforce Development for posting on [iowaWORKS.gov](https://iowaworks.gov), 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 consulted along with policy.

NOTE: This is a mandatory policy. Marital status is not a protected class for employees. The class may be added at the discretion of the board. Boards may delegate the hiring of teachers to the superintendent. If the board decides to do so, the delegation must be in board policy so boards should either accept the language in the board policy or develop their own.

NOTE: Boards should adapt IASB sample policies to meet the needs of the local district. Please ensure that the language contained in local policy is consistent with language contained in other district documents (e.g., handbooks, master contracts, etc.).

Legal Reference: 29 U.S.C. §§ 621-634
 42 U.S.C. §§ 2000e, 12101 *et seq.*
 Iowa Code §§ 20; 35C; 84A.6(4)(b)216; 279.13.
 281 I.A.C. 12.
 282 I.A.C. 14.

Iowa Code § 216

[Civil Rights Commission](#)

Iowa Code § 279.13

[Directors - Powers and Duties - Contracts with Teachers](#)

Iowa Code § 35C

[Veterans Preference](#)

Iowa Code § 84A.6

[Job placement and training program](#)

I.A.C. Iowa Administrative Code

Description

281 I.A.C. 12

[General Accreditation Standards](#)

282 I.A.C. 14

[Educational Examiners - Special Education Endorsements](#)

U.S.C. - United States Code

Description

29 U.S.C. §§ 621

[Labor - Age Discrimination](#)

42 U.S.C. § 12101

[Public Health - Equal Opportunity - Disabilities](#)

42 U.S.C. § 2000e

[Public Health - EEO Civil Rights - Definitions](#)

Cross References

Code

Description

401.01

[Equal Employment Opportunity](#)

401.03

[Nepotism](#)

401.06

[Limitations to Employment References](#)

405.01

[Licensed Employee Defined](#)

405.03

[Licensed Employee Individual Contracts](#)

405.07

[Licensed Employee Transfers](#)

405.08

[Licensed Employee Evaluation](#)

410.01

[Substitute Teachers](#)