

Code No. 405.2 LICENSED EMPLOYEE QUALIFICATIONS,
RECRUITMENT, SELECTION

Persons interested in a licensed position, other

Code No. 405.3

LICENSED EMPLOYEE INDIVIDUAL CONTRACTS

The board will enter into a written contract with licensed employees, other than administrators, employed on a regular basis. Each contract will be for a period of one year.

It is the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. The contracts, after being signed by the board president, are returned to the superintendent. The superintendent will obtain the employee's signature. After being signed, the contract is filed with the board secretary.

NOTE: By law, the board president must sign all employment contracts and must do so prior to the employee signing the contract. Individual teaching contracts cannot exceed one year.

Legal Reference:

Harris v. Manning independent School District of Manning, 245 Iowa 1295, 66 N.W.2d 438 (1954). Shackelford v. District Township of Beaver, Polk County, 203 Iowa 243, 212 N.W. 467 (1972) Burkhead v. Independent School District of Independence, 107 Iowa 29, 77 N.W.491 (1898). Iowa Code chs, 20; 279.

Cross Reference:

405.2 Licensed Employee Qualification, Recruitment, Selection 405.4 Licensed Employee Continuing Contracts 407
Licensed Employee Termination of Employment

Approved __3-10-22

Reviewed

Revised_3-10-22_

(2010).

294.1 (2011).

42 U.S.C. §§ 2000e et seq. Iowa Code §§ 20; 35C; 216;

281 I.A.C. 12.

282 I.A.C. 14.

1980 Op. Att'y Gen. 367.

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 without regard to age, race, creed, color, gender, national origin, religion, marital status, disability or sexual orientation.

Job applicants for licensed positions shall be considered on the basis of the following:

1. Training, experience, and

Cross Reference: 401.2 Equal Employment Opportunity
405 Licensed Employees

- General

410.1 Substitute Teachers

Approved: 12-12-19

Reviewed: 12-09-19 Revised:

skill;

and

2. Nature of the occupation;
3. Demonstrated competence;

4. Possession of, or ability to obtain, state license if required for the position.

Announcement of the position shall be made publicly and repeatedly in a manner which the superintendent believes will inform a large pool of potential applicants about the position.

Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office.

Whenever possible, the preliminary screening of applicants shall be conducted by the person who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the superintendent. However, the superintendent 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.

Legal Reference: 29 U.S.C. §§ 621-634 (2010).