

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

Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications will be returned to the central administration office. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

The superintendent may authorize the temporary employment of classified employees until board approval is given.

Legal Reference: 29 U.S.C. §§ 621-634 (2010).  
42 U.S.C. §§ 2000e *et seq.* (2010)  
42 U.S.C. §§ 12101 *et seq.* (2010)  
Iowa Code §§ 35C; 216; 279.8; 294.1 (2011).

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

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The superintendent shall recommend employment of classified employees to the board for approval.

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