

## LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION

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, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent or superintendent's designee 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.

Legal Ref.: 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

Cross Ref.: 103.0 Nondiscrimination  
 402.4 Equal Employment Opportunity/Affirmative Action

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 8/26/24

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