

STAFF PERSONNEL

Code No. 411.2

Policy Title: **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, or disability. Job applicants for classified employee positions shall 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 shall be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the central administration office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position.

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

Legal Reference: 29 U.S.C. §§ 621-634 (2004).
42 U.S.C. §§ 2000e et seq. (2004)
42 U.S.C. §§ 12101 et seq. (Supp. 2004).
Iowa Code §§ 35C; 216; 279.8; 294.1 (2009).

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

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