

**Policy 411.2: Classified Employee Qualifications,
Recruitment, Selection**

Status:
ADOPTED

Original Adopted
Date: 8/5/2022

Persons interested in a classified employee position will have an opportunity to apply and qualify for classified employee positions in the school in accordance with applicable laws and school policies regarding equal employment. 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.

All job openings shall be submitted to the Iowa Department of Education for posting on Teachlowa, the online state job posting system. Additional announcements of the position may occur through means the CEO believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position. The CEO will recommend employment of classified employees to the board for approval. NOTE: This is a mandatory policy. The board has the authority to delegate hiring of classified staff to the CEO if it is stated in board policy. The board has to specify in policy the classified positions the CEO is authorized to hire.

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

42 U.S.C. §§ 2000e; 12101 et seq.

Iowa Code §§ 20; 35C; 216; 256.27; 279.8; 279.20 281 I.A.C. 12

Cross Reference: 401.1 Equal Employment Opportunity

411 Classified Employees - General

Approved 8/5/2022 - Reviewed _____