

Policy 405.02: Licensed Employee Recruitment, Qualifications and Selection

Status: ADOPTED

Original Adopted Date: 03/01/1989 | **Last Revised Date:** 07/21/2025 | **Last Reviewed Date:** 07/21/2025

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 the ability to obtain, the appropriate state license required for the position.

All job openings shall be submitted to Iowa Department of Education for posting on TeachIowa.gov, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position.

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

The Board of Directors has the authority to officially employ all certified staff personnel after receiving a recommendation for action from the Superintendent. However, the Superintendent may employ a certified staff member on a temporary basis until a formal recommendation can be made and formal action can be taken by the Board of Directors on the position.
