

Policy 411.02: Classified 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 classified employee position will have an opportunity to apply and qualify for classified employee positions in the District without regard to age, race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. 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 TeachIowa.gov, the online state job posting system. Additional announcements 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 has the authority to hire, without board approval, bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers.
