

## STAFF PERSONNEL

### Series 400

#### POLICY TITLE LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION No. 405.2

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 certified positions in the school district without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. There is a grievance procedure for processing complaints of discrimination in the school district's employment practices. If you have questions or a grievance related to this policy please contact the Director of Human Resources, 6510 NW 62<sup>nd</sup> Avenue, Johnston, IA 50131 or via phone at 515-278-0470 or by email at [humanresources@johnston.k12.ia.us](mailto:humanresources@johnston.k12.ia.us). Job applicants for certified 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 Department of Education for posting on TeachIowa, 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 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 certified employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The requirements stated in the employee handbook and Master Contract between employees in the certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees will be followed.

Legal Reference: 29 U.S.C. §§ 621-634.  
42 U.S.C. §§ 2000e, 12101 *et seq.*  
Iowa Code §§ 20; 35C; 216; 279.13.  
281 I.A.C. 12.  
282 I.A.C. 14.

Cross Reference: 401.1 Equal Employment Opportunity  
405 Licensed Employees - General  
410.1 Substitute Teachers

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