

Staff Personnel  
400 Series

SUPPORT PERSONNEL  
QUALIFICATIONS, RECRUITMENT, SELECTION

Code No. 411.2

Recruitment and selection of support personnel shall be the responsibility of the administration. Announcement of a vacancy for a position shall be through means which the superintendent determines will inform potential applicants about the position. The superintendent of schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Whenever possible, the preliminary screening of candidates shall be conducted by the director or supervisor who will be directly in charge of the person being hired.

Selection shall be based upon the merits of candidates, without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, or disability. Instead, selection shall be based upon:

1. Training, experience, and skill.
2. Demonstrated competence and/or suitability for the position.
3. Nature of the occupation.
4. The possession of, or the ability to obtain, a state license, if one is required for the position.

Names of, and salaries to be paid to persons selected shall be presented to the Board at its next meeting, for action.

Legal Reference: 29 U.S.C. 621-634 (1988).  
42 U.S.C. 2000 et seq. (1988)  
42 U.S.C. 12101 et seq. Supp. 1990)  
Iowa Code 35C; 216; 279.8; 294.1 (1997)

Cross Reference: Equal Employment Opportunity  
Support Personnel

Adopted: 07/12/84  
Reviewed: 06/06/16  
Revised: 12/21/09