

Chapter 4: PERSONNEL  
Section 2: RECRUITMENT AND CERTIFICATION

### **Recruitment and Selection**

Recruitment of staff members of the district shall be the responsibility of the Executive Director of Human Resource Services, through the authority delegated by the Superintendent of Schools. In the discharge of this responsibility, the Executive Director of Human Resource Services shall make use of other administration and staff members as may be both practical and effective. An active effort shall be made to recruit candidates from under-represented groups, as documented in the district's current Affirmative Action Plan.

All candidates for employment shall be evaluated upon individual qualifications without regard to age, ancestry, color, creed, familial status, gender identity, marital status, national origin, physical attributes, physical or mental ability or disability, political belief, political party preference, race, religion, sex, sexual orientation, or socioeconomic status.

It shall be the responsibility of administrators and supervisors to notify the Executive Director of Human Resource Services to administer posting of all vacancies.

Posting shall mean that all vacancies are published on the district web site. All teaching vacancies will be posted on the Teach Iowa web site.

Selection of certified personnel shall begin with a screening followed by an interview process at a building level where the professional preparation, certification and professional competency of candidates will be considered.

It shall be the responsibility of the Executive Director of Human Resource Services to make certain that all certified staff have had an interview and approval by a district office administrator and that candidates' qualifications are supported by written credentials and reference checks before recommendations for appointment are submitted to the Board of Education.

For certified positions, an effort will be made to contact those teacher placement offices that have a high percent of minority graduates, especially those graduate schools that graduate a high percentage of women and minority candidates for school administration positions.

The Board will employ prospective employees after receiving a recommendation from the Executive Director of Human Resources. However, the Executive Director of Human Resources will have the authority to employ an individual on a temporary basis until a recommendation can be made and action can be taken by the Board on the position.

Adopted: March 8, 1971  
Revised: March 26, 2013  
Revised: February 12, 2018

Legal Reference:  
29 U.S.C. 621-634 (1994)  
42 U.S.C. 2000e et seq. (1994)  
Iowa Code 20; 35C; 216; 294.1 (2001)  
281 I.A.C. 12./282 I.A.C. 14.

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Unanticipated vacancies during the school year may be filled by a substitute teacher but no permanent replacement appointments will be made until the vacancy has been posted for at least ten (10) days.

The Executive Director of Human Resource Services will welcome suggestions from administrators whenever they wish special or additional recruitment efforts to secure candidates for open positions.

Administrators may use their discretion and interview or not interview unscheduled “drop-in” candidates. Such informal interviews need not be reported to the Human Resource Services office.

Administrators who call and schedule candidates for interviews shall notify the Executive Director of Human Resource Services of all scheduled interviews at least two (2) days prior to the scheduled interview.

Principals and supervisors shall make recommendations for staff appointments to the Executive Director of Human Resource Services but they shall not make commitments for appointment until they receive approval by the Executive Director of Human Resource Services.