

The superintendent shall be responsible for recruiting personnel for the various positions within the district. 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 ability to obtain, state license (if required for the position).

All job openings shall be submitted to the Iowa Workforce Development for posting on **IowaWORKS.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, applicants will be interviewed by a direct supervisor who will be overseeing the person being hired.

The board will hire employees after receiving a recommendation from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The district will perform background checks and reference checks on all persons offered employment in the district. All offers of employment shall be subject to the district receiving, reviewing and finding satisfactory these background checks and reference checks.

***NOTE: This is a mandatory policy.***

Date of Adoption: 1967

Dates of Revision: 12/10/74; 12/9/75; 1/10/77; 12/19/77; 12/28/88; 2/8/93; 1/96; 2/96; 8/99; 5/03; 9/22/08; 4/22/13; 7/23/13; 9/25/19; 7/22/24

Reviewed: 9/28/15; 5/24/21