

The superintendent shall be responsible for recruiting personnel for the various positions within the district. The superintendent shall take affirmative action to encourage persons to apply in accordance with the district's affirmative action plan. The superintendent may make such use of other employees as the superintendent may so determine.

The superintendent shall use such methods, advertising media or other sources as may be appropriate to recruit personnel. All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system, except in cases of emergencies or to fill temporary positions. This shall not prevent the hiring or transfer of licensed employees without advertising when appropriate or required by a collective bargaining agreement or by law.

All applicants shall be required to complete a written application form provided by the district. The district will perform criminal, child abuse and sexual offender background 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.

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

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