

### **Recruitment and Selection**

Recruitment of staff members of the district shall be the responsibility of the Chief Human Resources Officer, through the authority delegated by the Superintendent of Schools. In the discharge of this responsibility, the Chief Human Resources Officer 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, 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 Chief Human Resources Officer 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 [.IowaWORKS.gov](http://IowaWORKS.gov), the state 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.

Selection of 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 Chief Human Resources Officer to make certain that all *applicants who* have had an interview and approval from 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 Chief Human Resources Officer. However, the Chief Human Resources Officer 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: December 9, 2019  
Revised: October 9, 2023  
Revised: April 14, 2025

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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 five (5) days.

The Chief Human Resources Officer 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 Chief Human Resources Officer to schedule a second interview within one week of the initial interview.

Principals and supervisors shall make recommendations for staff appointments to the Chief Human Resources Officer, but they shall not make commitments for appointments until they receive approval by him/her.