

Title: Licensed Personnel Hiring

All licensed personnel employed by the District shall be approved by the Board of Directors. In all cases, District procedures as outlined in the Selection Process Manual will be followed. The Chief of Human Resources shall recommend to the Superintendent the final selection for all potential licensed personnel. Recommendations for “non licensed” employees may be officially approved by the Board after the employee has commenced his/her employment with the District.

Selection of licensed personnel shall be based on the following qualifications:

1. Education, experience and skill
2. Demonstrated competence
3. Possession of, or ability to obtain, an Iowa license if required for the position
4. Other qualities as may be determined from time to time by the District

All personnel shall be properly licensed as required by statutory enactment and in accordance with the policies of the State Department of Education. All licensed personnel must file a valid Iowa license with the office of Human Resources. The license must qualify the individual for the position upon initial employment.

Failure to comply with the above certification or licensure requirements shall result in termination of employment.

Approved: July 18, 1989

Reviewed: July 23, 2024

Revised: February 24, 2004

March 24, 2009

March 26, 2013

June 25, 2019