

Policy No.: 406.02  
Adopted: 10-08-2002  
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## **CERTIFICATED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION**

Persons interested in a certificated position, other than administrative positions which will be employed in accordance with board policies in Series 300 "Administration," shall have an opportunity to apply and qualify for certificated positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for licensed positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence: and
- Position of, or ability to obtain, state certificate or license if required for the position.

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired. to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board shall employ certificated employees after receiving a recommendation from the superintendent. However, the superintendent shall have the authority to employ a certificated employee on a temporary basis until a recommendation can be made and action can be taken by the board of the position.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding qualifications, recruitment and selections of such employees shall be followed.

Legal Reference: 29 U.S.C. 621-624 (1994)  
42 U.S.C. 2000e et seq. (1994)  
42 U. S.C. 12101 et seq. (1994)

Cross Reference: Equal Employment Opportunity  
Certificated Employees-General  
Substitute Teachers  
Support Staff Qualification, Recruitment, Selection