

Staff Personnel

Recruitment of Personnel

406.1 Contracts with Administrators

- 406.1 (1) Contracts with newly appointed administrators in the District shall be in writing and shall state the term of employment, the length of time during the year services are to be performed, the compensation to be paid, a statement that the contract is invalid if the administrator is under contract with another board of directors in Iowa governing the same period of time until such contract shall have been released or terminated, and such other matters as may be agreed upon.
- 406.1 (2) Contracts of continuing administrators shall be the same as for the preceding contract term except as mutually modified or unless terminated.
- 406.1 (3) A contract shall not be tendered to a continuing administrator prior to March 15.
- 406.1 (4) The administrator shall sign and return the contract to the Board by the date specified by the Board, which shall be at least twenty-one days after it is tendered. Failure to return the contract within the time limit shall be treated as a resignation at the end of the current contract term or as a refusal of employment.
- 406.1 (5) The contract shall be signed by the president of the Board and by the administrator and shall be filed with the Board secretary before the administrator enters upon performance of the contract.

406.2 Contracts with Certificated Employees Other Than Administrators

- 406.2 (1) Contracts with newly appointed certificated employees in the District other than with administrators or with temporary employees, shall be in writing and shall state the number of contract days, the compensation to be paid, and any other matters mutually agreed upon. A teaching contract is invalid if the employee is under a teaching contract with another board of directors during the same period until a release is obtained.
- 406.2 (2) Contracts for extra-curricular duties shall be deemed to be a separate contract regardless of whether they appear on the same contract with the teaching duties or on a separate document.

- 406.2 (3) Contracts with continuing certificated employees, other than with administrators, shall be the same as for the preceding contract term except as mutually modified or unless terminated.
- 406.2 (4) A contract shall not be tendered to a continuing certificated employee prior to April 15.
- 406.2 (5) The certificated employee shall sign and return the contract to the Board by the date specified by the Board, which shall be at least twenty-one days after it is tendered.
- 406.2 (6) The contract shall be signed by the president of the Board when tendered, and after it is signed by the certificated employee, the contract shall be filed with the Board secretary before the employee enters into performance under the contract.
- 406.2 (7) In areas of teacher shortage, the superintendent may be authorized by the board to sign a certified contract with an employee to secure the most qualified candidate.

406.3 Contracts with Non-Certificated Employees

Noncertificated employees may be offered written contracts.