

Board File: GCE/GCF

PROFESSIONAL STAFF RECRUITING/HIRING

Recruiting

The Board desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the district's schools. Any present employee of the district may apply for a position for which he or she is licensed and/or meets other stated requirements.

Background checks

Prior to hiring any person and in accordance with state law, the district shall conduct background checks, including with the Colorado Department of Education and previous employers, regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district shall comply with any and all applicable federal and state law.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, national origin, ancestry, creed, religion, sex, marital status, sexual orientation, gender expression or gender identity, disability, age, genetic information, or conditions related to pregnancy or childbirth.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the school district.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the selection and that, where applicable, the school principal has an opportunity to consent.

Unless otherwise required by law, the final selection for nomination shall be made only by the superintendent.

Appointment of candidates

The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted by the Board: January 21, 2020

LEGAL REFS.:

15 U.S.C. 1681 *et seq.* (*Fair Credit Reporting Act*)
20 U.S.C. 6312 (c)(6) (*teacher licensure requirements under Every Student Succeeds Act*)
42 U.S.C. 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)
28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)
C.R.S. 2-4-401 (13.5) (*definition of sexual orientation, which includes transgender*)
C.R.S. 8-2-126 (*limits employers' use of consumer credit information*)
C.R.S. 13-80-103.9 (*liability for failure to perform an education employment required background check*)
C.R.S. 14-14-111.5 (*Child Support Enforcement procedures*)
C.R.S. 22-2-119 (*inquiries prior to hiring*)
C.R.S. 22-32-109 (1)(f) (*Board duty to employ personnel*)
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)
C.R.S. 22-32-126 (*principal's role in hiring and assignment*)
C.R.S. 22-60.5-114 (3) (*State Board can waive some requirements for initial license applicants upon request of school district*)
C.R.S. 22-60.5-201 (*types of teacher licenses issued*)
C.R.S. 22-61-101 (*prohibiting discrimination*)
C.R.S. 22-61-103 (*requirement for teacher's oath or written pledge*)
C.R.S. 22-63-201 (*licensure required*)
C.R.S. 22-63-202 (*employment contracts and mutual consent placement*)
C.R.S. 22-63-206 (*transfers*)
C.R.S. 24-5-101 (*effect of criminal conviction on employment*)
C.R.S. 24-34-301 (7) (*definition of sexual orientation, which includes transgender*)
C.R.S. 24-34-402 (1) (*discriminatory and unfair employment practices*)
C.R.S. 24-34-402.3 (*discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees*)
C.R.S. 24-72-202 (4.5) (*definition of personnel file in open records law*)

CROSS REFS.:

GBA, Open Hiring/Equal Employment Opportunity