

PROFESSIONAL STAFF RECRUITING/HIRING

Applications of all regular licensed personnel to be employed by the district will be processed according to this procedure. Short-term, temporary or interim appointments may be made directly by the superintendent, subject to approval by the Board of Education, without following the advertising procedure.

1. Vacancies

All regular vacancies will be advertised by the department of human resources.

2. Applications

All applications will be submitted to the department of human resources.

3. Initial Screening

The human resources department or designee(s) will screen applications to determine if the applicant meets the requirements of the No Child Left Behind Act of 2001 (NCLB) for designation as a highly qualified teacher, and ensure eligible applicants from the district's priority hiring pool receive first opportunity to interview, as required by law.

4. Background Checks

Prior to hiring and in accordance with state law, human resources shall:

- a. Conduct a background check through the Colorado Department of Education (the department) and through the district's background check process to determine the applicant's fitness for employment.

The department's records shall indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or had his or her license or authorization denied, annulled, suspended or revoked for such crimes. The department shall provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department shall also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source shall be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- b. Confirm that recommending supervisors have contacted previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

5. Credit Reports

The human resources department will not obtain a credit report on an applicant unless the office has first notified the individual in writing, in a document consisting solely of the notice, that the district would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The human resources department will not rely on a credit report in denying an application unless the office has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the personnel office will give the applicant notice that the action has been taken, as well as:

- a. the name, address and phone number of the credit bureau supplying the report;
- b. a statement that the credit bureau was not involved in the decision to deny the application; and
- c. a notice of the individual's right to dispute the information in the report.

6. Placement Interview

The principal shall:

- a. determine whether the applicant can handle the specific assignment;
- b. determine the best applicant for the position;
- c. discuss with the candidate any building or departmental regulations pertinent to the job.

7. Selection

In the selection of *secondary and elementary teachers*, the principal will interview the qualified applicants, and the decision regarding selection will be made by the principal, considering mutual consent placement provisions in law where applicable.

In the selection of *athletic coaches*, the principal and director of athletics will interview the qualified applicants, and the decision regarding selection will be made by the principal and the director of athletics. In the selection of assistant athletic coaches, the head coach of that sport will be involved in the interview process.

In the selection of *department chairmen*, the principal will interview the qualified applicants, and the decision regarding selection will be made by the principal.

8. Contract or Job Offer

Only the human resources department is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.

9. Information Report to State

In accordance with federal and state law, the human resources department will report the name, address and social security number of every new employee to Colorado State

Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or has employment terminated before the report is due. Upon termination of employment, the employee's last known address, the facts of the termination, and the name and address of the employee's new employer, if known, shall be reported to the applicable court or agency.

Upon receiving a notice of wage assignment, the district shall remit the designated payment within seven days of withholding the income according to instructions contained in the notice. Child support withholding takes priority over other legal actions against the same wages.

Approved prior to 1985
Revised August 7, 1991
Revised March 2, 1994
Revised September 30, 1999
Revised April 12, 2000
Revised August 2, 2000
Revised August 18, 2004
Revised August 20, 2008
Revised May 16, 2012