

## **RECRUITING**

The Board of Education desires the superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the district's schools. The Board directs the administration to seek out candidates for licensed positions by active recruiting campaigns. Appropriate funds shall be included in the budget for recruitment expenses.

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 of licensed personnel, including building and central office administrators, shall be the responsibility of the department of human resources. 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, highly qualified, and meets other stated requirements.

## **BACKGROUND CHECKS**

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

## **HIRING**

There shall be no discrimination in the recruiting or hiring processes on the basis of race, color, creed, sex, sexual orientation, genetic information religion, national origin, ancestry, age, marital status, or disability.

All candidates shall be considered and selected on the basis of their merits, qualifications and the needs of the district. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified. Terms of employment shall be clearly defined and made available to applicants at the time of their interview.

All applicants for positions shall be interviewed by the prospective principal or immediate supervisor. Selected staff members may be included in the interview process as seems appropriate. 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 recommendation for nomination shall be made only by the superintendent or the director of human resources.

## APPOINTMENT OF CANDIDATES

Nominations shall be made at meetings of the Board. Nominations of candidates who are not highly qualified, as defined by the NCLB, will be accompanied with an explanation as to why a highly qualified candidate was not recommended for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the district. If a nomination does not receive a majority vote, the superintendent or director of human resources shall submit a new recommendation to the Board for approval.

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 prior to 1985  
Revised August 7, 1991  
Revised June 17, 1998  
Revised May 14, 2001  
Revised January 15, 2003  
Revised October 21, 2005  
Revised August 20, 2008  
Revised May 16, 2012

Legal Refs.: 15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)  
20 U.S.C. 6319 (teacher requirements under No Child Left Behind Act of 2001)  
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)  
34 C.F.R. 200.55 (federal regulations on highly qualified teachers)  
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 (duty to make 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)  
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. 24-34-402(1) (discriminatory and unfair employment practices)  
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

Cross Refs.: GBA, Equal Opportunity Employment  
GCKAA\*, Teacher Displacement