

## **RECRUITING/HIRING/BACKGROUND CHECKS**

All employees are appointed by the Colorado Springs School District 11 Board of Education (the Board) upon the recommendation of the Superintendent.

The Board shall strive to employ the most competent individuals available from either within or outside of the District.

Prior to employing any applicant in a position, Colorado Springs School District 11 (the District), in accordance with state law, shall conduct a background check concerning such applicant with the Colorado Department of Education (CDE) and previous employers regarding the applicant's fitness for employment. In addition, during the employment of any employee by the District, the District may, in accordance with state law, conduct a background check concerning such Teacher or Executive/Professional with CDE.

Any applicant recommended for a position in the District, for which a Colorado educator's license is not required, shall submit to the District a complete set of fingerprints and a notarized form regarding felony and misdemeanor convictions. (Generally, the requirements of this paragraph shall not apply to any student currently enrolled in the District applying for a position.) The District shall forward the fingerprints to the Colorado Bureau of Investigation (the CBI) for the purpose of conducting a state and national fingerprint-based criminal history record check. Applicants may be conditionally employed prior to the District receiving the fingerprint results.

If the District finds good cause to believe that any employee employed by the District has been convicted of any felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction), the District shall require such employee to submit to the District a complete set of his or her fingerprints. The District shall forward the fingerprints to the CBI for the purpose of conducting a state and national fingerprint-based criminal history record check.

With regard to recommendations for employment, applications for all positions shall be considered first by the Executive Director of Human Resources or designee in cooperation with Principals and other administrative personnel with whom the applicant is expected to work. Final recommendations for appointment shall be made by the Superintendent.

Reviewed May, 1995

Revised December, 2009

Reviewed October, 2011

Reviewed October 5, 2012

Reviewed February 22, 2017

Revised April 22, 2020

LEGAL REFS.:       C.R.S. 22-32-109 (1)(f)  
                          C.R.S. 22-32-109.7  
                          C.R.S. 22-32-109.8  
                          C.R.S. 22-32-109.9

CROSS REFS.:       GCE/GDF-R, Recruiting/Hiring/ Background Checks  
                          GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action  
                          CSEA Master Agreement