AR 1250/AR 1310.10 Security Check

The following administrative regulations shall apply to the employment of classified staff, compensated and non-compensated coaches and selected volunteers.

1. All individuals applying for a classified position or substitute teaching position with the Valdez City School District must include a background fingerprint verification form from the appropriate law enforcement agency with their application. The District shall provide information about how to obtain such a background check as part of the application packet. No person shall be offered employment with the Valdez City School District without such documentation.

2. All individuals applying for a paid or non-paid coaching or activity supervisor position must present to the school district a background and fingerprint check verification form from the appropriate law enforcement agency with their application. The District shall provide information about how to obtain such a background check as part of the application packet. No applicant shall be offered any coaching or activity supervisory position with the Valdez City School District without such documentation.

3. All costs associated with background and fingerprint checks are the sole responsibility of the applicant, provided, however, that the Superintendent may, in his/her sole discretion, provide for payment by the District in cases of indigency or special need.

4. The Superintendent at his/her sole discretion may require a background and fingerprint check before filling any position that if, in his/her judgment, requires or entails the direct supervision of students.

5. Failure of an individual to disclose any information contained in the results of the background and/or fingerprint check may be grounds for immediate dismissal.

6. All employees of the Valdez City School District that are involved in the direct hiring of personnel shall be advised regarding the following topics:

   a. Developing appropriate interview questions

   b. Evaluating applications and resumes

   c. Conducting reference checks

7. The Superintendent may accept fingerprint checks and background searches done from another organization to meet the school district requirements if they were completed within one calendar year from the date of applying to the school district.

Adopted:10/13/03

Revised: 01/26/04