



GCE/GCF-R - PROFESSIONAL STAFF RECRUITING/HIRING

Applications of all regular certificated 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 the approval of the Board of Education, without following the advertising procedure.

1. Vacancies

All regular vacancies will be advertised by the department of personnel services.

2. Applications

All applications will be submitted to the personnel office.

Current employees may apply for position vacancies by submitting their names for consideration.

All external applicants will report to the personnel office and complete an application form.

3. Initial Screening and Interview

The personnel office will screen applications. The objectives of the screening are to:

- a. Determine the strength and qualifications of the applicant for teaching positions.
- b. Determine those applicants who are most qualified for the position, giving due consideration to the district's diversity plan.

4. Background Checks

Prior to hiring, the personnel office will:

- a. Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of a crime involving unlawful sexual behavior or unlawful behavior involving children. The department's records will indicate if the applicant has been convicted of, pled nolo contendere to, or received a deferred sentence or had his or her certificate annulled, suspended, or revoked for such crimes. The department also will 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

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. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

5. Placement Interview

- a. Determine whether the applicant can handle the specific assignment.
- b. Determine the best applicant for the position, giving due consideration to the district's diversity plan.
- c. Discuss with the candidate any building or departmental regulations pertinent to the job.

6. Selection

In the selection of teachers, the principal will interview the qualified applicants, and the decision regarding selection recommendation will be made by the principal. Other school and community representatives may participate in the selection process.

7. Contract or Job Offer

Only the personnel office is authorized to offer new or supplemental pay contracts and/or jobs to current employees or applicants.

8. Information Report to State

In accordance with federal and state law, the personnel office will report the name, address, and social security number of every new employee to Child Support Enforcement, 1375 Sherman Street, Denver, Colorado 80203.

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 is terminated before the report is due. Upon termination, the employee's last known address and the fact of the termination 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.

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