



## **GCE/GCF - RECRUITING**

The superintendent shall develop and maintain a recruitment program designed to attract the best possible teachers, administrators, and other professional personnel in the district's schools.

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend to the Board for employment. The search for excellent teachers, administrators, and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. Recruitment shall take into consideration the diverse characteristics of the school district and the need for professional staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed by the school district. Continuing employees of the district are encouraged to apply for positions for which they are certified/licensed and meet other stated requirements.

## **BACKGROUND CHECK**

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.

## **HIRING**

There shall be no discrimination in the hiring process on the basis of age, disability, gender, creed, race, color, religion, national origin, or marital status.

All candidates shall be considered on the basis of their merits, qualifications, and the needs of the school district. All candidates shall be required to hold current, appropriate Colorado certificates/licenses.

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. However, the final selection for recommendation to the Board shall be made only by the superintendent.

Recommendations to the Board for hiring shall be made at regular bimonthly meetings of the Board of Education. An affirmative vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators, and other

professional staff. If there is a negative vote by a majority of the Board, the superintendent shall submit a new nomination to the Board for approval.

#### NEW EMPLOYEE INFORMATION REQUIREMENT

Upon hiring any employee of the school district, information required by the Personal Responsibility and Work Opportunity Reconciliation Act will be forwarded to the appropriate state agency.

This information, due within 20 days of the date of hire or on the first payroll after the 20 days have expired, is designed to attain employers' help in enforcing outstanding child support obligations.

Specifically, the employee's name, address and social security number and the employing district's name, address and EIN number must be submitted. An IRS W-4 form or a similar form designed by the district is acceptable and is sent to Child Support Enforcement, 1375 Sherman Street, Denver, Colorado 80203.

Even if the employee quits or is terminated before the report is due, the information (including last known address and fact of termination if that is the case) must be submitted by the district.

Upon the separation of any employee, child support information required by federal and state law will be forwarded by the district to the appropriate state agency.

Adopted: March 1990

Revised to conform with practice: May 22, 1995

Revised: August 11, 1997

Revised: April 13, 1998

Reviewed: August 28, 2000

#### LEGAL REFS:

C.R.S. 14-14-111.5 (Child Support Enforcement Procedures)

C.R.S. 22-32-109 (1)(f)

C.R.S. 22-32-109.7

C.R.S. 22-32-126

C.R.S. 22-61-101

C.R.S. 22-61-103

C.R.S. 22-63-201

C.R.S. 22-63-202