



Title: **Licensed Staff Recruiting/Hiring**

Code: GCE/GCF

Section: Section G: Personnel Policies

Recruiting

It is the responsibility of the superintendent, with the assistance of other administrators, to determine the staffing needs of the District and of each individual school, and to locate suitable candidates to recommend to the Board for employment. The search for exceptional staff shall extend to a wide variety of educational institutions and geographic areas. It will take into consideration the diverse characteristics of the school system and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the District's schools. Any present staff member of the District may apply for a transfer to a position for which he or she is qualified, has an appropriate license or authorization, and meets other stated requirements.

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See administrative policy AC E 1 for more information.

All candidates will be considered on the basis of their merits, qualifications, and the needs of the school district.

All interviewing and selection procedures will 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 selection for nomination will be made only by the superintendent.

It is the responsibility of the Human Resources Department to initially screen all applications prior to any referral to the principal/supervisor where a vacancy exists. In order to be considered as a candidate for a vacancy, each applicant shall have or be eligible for the proper type of Colorado license, have or be eligible for the necessary endorsement(s) on the license, meet state and federal requirements, and meet any other criteria required to perform the duties determined by the existing vacancy.

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. The District will fingerprint each new staff member.

Appointment of Candidates

Nominations will be made at meetings of the Board of Education. The vote of a majority of the Board is necessary to approve the appointment of teachers, administrators, or any other staff member of the school district. If there is a negative vote by the Board, the superintendent must submit a new recommendation to the Board for approval.

Upon the hiring of any staff member, information required by federal and state child support laws will be timely forwarded by the District to the appropriate state agency.

The Human Resources Department, with the approval of the superintendent, may modify normal hiring procedures where special staffing needs or critical time factors require such actions.

Adopted: June 15, 1995

Revised: May 3, 2001

December 11, 2003

March 31, 2010

January 5, 2012

July 1, 2013

July 1, 2015

July 1, 2018

September 21, 2020

July 1, 2021

July 1, 2022

April 22, 2024

February 24, 2025

Legal Refs:

15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. 2-4-401 (13.5) (definition of sexual orientation, which includes transgender)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

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 (inquiries prior to hiring)

C.R.S. 22-2-119.3(6)(d) (name-based judicial record check - definition)

C.R.S. 22-32-109(1)(f) (Board duty to employ personnel)

C.R.S. 22-32-109(1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)

C.R.S. 22-32-109.7 (duty to make inquiries prior to hiring)

C.R.S. 22-32-109.8 (non-licensed personnel - submittal of fingerprints and name-based judicial record check)

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 or written pledge)

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. 24-34-301(7) (definition of sexual orientation, which includes transgender)

C.R.S. 24-34-402(1) (discriminatory and unfair employment practices)

C.R.S. 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees)

C.R.S. 24-72-202(4.5) (definition of personnel file in open records law)

3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

Cross Refs:

AC E 1 Nondiscrimination/Equal Opportunity

GB Employment

GBA Equal Opportunity Employment

GCBA Non-Administrative Licensed Staff Contracts and Compensation

GCKAA Teacher Displacement

EL 2.0 Global Executive Constraint

EL 2.7 Employment, Compensation and Benefits

BSR 3.2 Accountability of the Superintendent

Adopted: **June 15, 1995**

Last Revised: **February 24, 2025**
