

## Professional Staff Recruiting/Hiring

Applications of all regular professional 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 or building principal/director, subject to the approval of the Board of Education, without following the advertising procedure.

### 1. Vacancies

All regular vacancies will be advertised by the human resources manager. Vacancies will be made available to all current staff or three days prior to posting outside of the district.

### 2. Applications

All applications will be submitted electronically via K-12 Spot website.

Current employees may apply for supplemental pay positions by submitting a letter outlining their qualifications for the position they are seeking.

### 3. Initial screening and interview

The building principal/manager will screen applications and conduct the initial interview with all applicants. The objectives of the screening and initial interview process are to:

- a. Determine the suitability of an applicant for a specific position.
- b. Determine those applicants who are most qualified for the position.
- c. Ensure eligible applicants from the district's priority hiring pool, if applicable, receive first opportunity to interview, as required by law.
- d. Discuss with an applicant any district policies and procedures pertinent to the job and to the employment process.

### 4. Background checks

Prior to hiring and in accordance with state law, the personnel office must:

- a. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records must indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or had their license or authorization denied, annulled, suspended, or revoked for a felony or misdemeanor crime involving unlawful sexual behavior or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, unlawful behavior involving children, or domestic violence. The department must 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 or an allegation of a sexual

act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act,, which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked, or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source must be reported by the district to the department.

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.
- c. Discuss with the candidate any building or departmental regulations pertinent to the job.

#### 6. **Selection**

In the selection of *teachers*, the principal/manager and hiring committee, when available, will interview the qualified applicants. The decision regarding selection will be made by the principal, considering mutual consent placement provisions in law where applicable.

In the selection of *athletic coaches*, the director of athletics will interview the qualified applicants, and the decision regarding selection will be made by the director of athletics director. In the selection of assistant athletic coaches, the head coach of that sport will be involved in the interview process.

#### 7. **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 the Colorado State Directory of New Hires via the online portal at <https://newhire.state.co.us/> or via mail to the Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, must be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known

address, the fact of the termination, and the name and address of the employee's new employer, if known, must be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, the district must 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.

Approved: Prior to 2018  
Revised: June 2018  
Revised: September 2020  
Revised: June 2022