

Professional Staff Recruiting/Hiring

Recruiting

The Board desires the Superintendent to develop and maintain a recruitment program designed to attract and hold the best possible personnel, who are highly qualified as defined by the federal No Child Left Behind Act of 2001 (NCLB), in the District schools.

It is the responsibility of the Superintendent, with the assistance of other administrators, to determine the personnel needs of the District in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other personnel shall extend to a wide variety of educational institutions and geographical areas. It shall 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 schools. Any present employee of the District may apply for a position for which he/she has the appropriate license, is highly qualified and meets other stated requirements.

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 regarding the applicant's fitness for employment.

Hiring

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

All candidates shall be considered on the basis of their merits, qualifications and the needs of the District. The Board directs that recruitment procedures will give preference to candidates who meet the NCLB definition of highly qualified.

All interviewing and selection procedures shall insure 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 nomination shall be made by the Superintendent.

Appointment of Candidates

Nominations shall be made at meetings of the Board. Nominations of candidates who are not highly qualified, as defined by NCLB, will be accompanied with an explanation as to why a highly qualified candidate was not hired for the position. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the District. If there is a negative vote by the Board, the Superintendent shall submit a new recommendation to the Board for approval.

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

Adopted August 18, 1975
Revised September 23, 1981
Revised to conform with practice June 8, 1994
Revised January 25, 1995
Revised December 8, 2004
Revised May 14, 2008

LEGAL REFS.: C.R.S. 14-14-111.5 child support enforcement procedures
C.R.S. 22-2-119 duty to make inquiries prior to hiring
C.R.S. 22-32-109 (1)(f) board duty to employ personnel
C.R.S. 22-32-109.7 board of education – specific duties – employment of personnel
C.R.S. 22-32-126 principals – employment and authority
C.R.S. 22-60.5-114 (3) state board of education - waivers
C.R.S. 22-60.5-201 types of teacher licenses issued - term
C.R.S. 22-61-101 discrimination in employment prohibited
C.R.S. 22-61-103 teacher's oath or affirmation
C.R.S. 22-63-201 employment – license required - exception
C.R.S. 22-63-202 employment contracts – contracts to be in writing – duration – damage provision
C.R.S. 24-5-101 effect of criminal conviction on employment
C.R.S. 24-34-402 (1) discriminatory and unfair employment practices
C.R.S. 24-72-202 (4.5) definition of personnel file in open records law
20 U.S.C. 6319 teacher requirements under No Child Left Behind Act of 2001
42 U.S.C. 653 (a) Personal Responsibility and Work Opportunity Reconciliation Act
34 C.F.R. 200.55 federal regulations regarding highly qualified teachers

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity and Affirmative Action

St. Vrain Valley School District RE-1J, Longmont, Colorado