

Support Staff Recruiting/Hiring

The Board shall establish and budget for support staff positions in the District on the basis of need and the financial resources of the District.

In general, the Superintendent shall delegate responsibility to the Assistant Superintendent of Human Resources for the recruitment and written recommendation on all school employees. These recommendations shall be reviewed by staff members and final approval made by the Assistant Superintendent of Human Resources before presentation to the Board.

The District shall promote and provide for equal opportunity in the recruitment, selection and promotion of all personnel. Total commitment on the part of the District towards equal employment opportunity shall apply to all people without regard to race, color, creed, sexual orientation, religion, marital status, sex, national origin, ancestry, age, or disability.

All recruiting brochures and newspaper advertisements of job openings shall include the statement that the District is an equal opportunity employer.

Anyone qualified for a position may submit a written application.

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.

All applicants recommended for a position in the District shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the District applying for a job, except those employed in a District child-care facility or preschool.) Applicants may be conditionally employed prior to receiving the fingerprint results.

The Board shall officially appoint all employees. Temporary appointments may be made by the Superintendent pending Board action.

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 February 28, 1968

Revised September 23, 1981

Revised to conform with practice June 8, 1994

Revised December 8, 2004

Revised May 14, 2008

LEGAL REFS.: 15 U.S.C. 1681 et seq. Fair Credit Reporting Act
20 U.S.C. 6319 No Child Left Behind Act of 2001

42 U.S.C. 653 (a) Personal Responsibility and Work Opportunity
Reconciliation Act
34 C.F.R. 200.58, 200.59 federal regulations regarding
paraprofessional qualifications
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 duty to make inquiries prior to hiring
C.R.S. 22-32-109.8 fingerprinting requirements for non-licensed
positions
C.R.S. 24-5-101 effect of criminal conviction on employment
C.R.S. 24-34-402 (1) discriminatory and unfair employment practices

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity and Affirmative
Action
GDA, Support Staff Positions

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