

## **PROFESSIONAL STAFF RECRUITING/HIRING**

### **Recruiting**

The Board desires the executive director to develop and maintain a recruitment program designed to attract and hold the best possible personnel in Centennial BOCES schools/programs.

It is the responsibility of the executive director, with the assistance of other administrators, to determine the personnel needs of Centennial BOCES in general, and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other professional personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of Centennial BOCES and the need for staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in Centennial BOCES. Any present employee of Centennial BOCES may apply for a position for which he or she is licensed, qualified, and meets other stated requirements.

### **Background Checks**

Prior to hiring any person, in accordance with state law, Centennial BOCES 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, sex, sexual orientation (which includes transgender), genetic information, religion, national origin, ancestry, age, marital status, disability or conditions related to pregnancy or childbirth.

In all cases where credit reports are used in the hiring process, Centennial BOCES shall comply with the Fair Credit Reporting Act.

All candidates shall be considered on the basis of their merits, qualifications, and the needs of Centennial BOCES.

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 Centennial BOCES Board shall be made only by the executive director.

### **Appointment of Candidates**

Recommendations shall be made at regular meetings of the Board. The vote of a majority of the Board shall be necessary to approve the appointment of teachers or any professional staff member. If there is a negative vote by the Board, the executive director shall submit a new recommendation to the Board for approval.

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

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. 14-14-111.5 Child Support Enforcement procedures  
C.R.S. 22-2-119 inquiries prior to hiring  
C.R.S. 22-32-109 (1)(f) Board duty to employ personnel  
C.R.S. 22-32-109.7 inquiries prior to hiring  
C.R.S. 22-60.5-114 (3) State Board can waive some requirements for provisional license applicants upon request of BOCES  
C.R.S. 22-60.5-201 type of teacher licenses issued  
C.R.S. 22-61-101 prohibiting discrimination  
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

**CROSS REF.:** GBA, Open Hiring/Equal Employment Opportunity

Revised: May 17, 2018

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Centennial BOCES