

Support Staff Recruiting/Hiring

The superintendent will establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies will be made known to the present staff. Anyone qualified for a position may submit an application.

Background Checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

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, ancestry, age, genetic information, marital status, disability, conditions related to pregnancy or childbirth, veteran status or those serving in the armed forces, or any other applicable status protected by federal, state, or local law.

The Board will officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action. See Board policy AC-E-1 for more information.

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

Certificate Program Leave

Certificate Program Leave may be accessed to help support classified employees who are enrolled in an approved educator preparation program and working toward a teaching certificate, or its equivalency. This time is to afford the employee the chance to fulfill program requirements, such as mentoring/observations, that are *not possible to complete outside of the working school day*. To access this leave, the employee must apply with the following information: Program title, duration, description of need/activity,

and number of hours/days needed. Applications are submitted to the Superintendent or designee and decisions are made by the Superintendent or designee. Each employee may use up to 5 paid days per school year, for two years, while enrolled in the program.

Instructional Paraprofessional to Certified Teacher Course Reimbursement Program

Where it is in the District's best interest to offer a non-certified staff person to serve in a certified instructional teaching capacity, and where said employee receives instructional paraprofessional payment for a classroom instructor position which is compensated less than that of the Teacher salary schedule as set by the Teacher Master Agreement, the district would assume a savings. The district will offer reimbursement for bachelor level coursework from an accredited college for coursework toward a certified teaching degree (Bachelor's degree only) within an approved teacher certification program. The maximum amount allowable for reimbursement shall be the difference between the Base Teacher salary pay minus the specific salary of the said employee's current contract. The reimbursement must be requested within the contracted fiscal year in which the instructional paraprofessional is serving in the teaching position and the course must have been completed with a passing score within the past two-year period. The individual may not submit a request for reimbursement for a course that has already received reimbursement or financial coverage from an alternative source. For qualifying preschool staff (lead teachers), all available preschool grants/scholarships/funding sources must first be applied. If any remaining expenses exist, this may be submitted for reimbursement.

Adopted: Prior to 2018
Revised: June 2018
Reviewed: September 2020
Revised: October 2021
Revised: May 2022
Revised: April 2023
Revised: May 2024
Revised: July 2024
Revised: February 2025

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
42 U.S.C. 2000ff *et seq.* (Genetic Information Nondiscrimination Act of 2008)
28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)
C.R.S. 2-4-401 (3.4) (definition of gender expression)
C.R.S. 2-4-401 (3.5) (definition of gender identity)
C.R.S. 2-4-401 (13.5) (definition of sexual orientation)
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 (*duty to make 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. 24-5-101 (*effect of criminal conviction on employment*)
C.R.S. 24-34-301 (9) (*definition of gender expression*)
C.R.S. 24-34-301 (10) (*definition of gender identity*)
C.R.S. 24-34-301 (24) (*definition of sexual orientation*)
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*)
3 C.C.R. 708-1:40.2 (*definition of age-based bona fide occupational qualifications*)

CROSS REFS.:

Board policy:

SSG-3, Staff Treatment

Administrative policies:

AC-E-1, Nondiscrimination/Equal Opportunity

GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions