

Professional Staff Hiring

Only properly licensed/certificated teachers shall be recommended for employment. If an exception is made, the Board shall be informed of the exception and shall be given the rationale for the variance.

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. The district shall comply with the Fair Credit Reporting Act and applicable state law in all cases where credit information or reports are used in the hiring process.

Applications

Records submitted to the district by applicants for professional staff positions shall remain confidential until the applicant becomes a finalist for the position if so requested in writing by the applicant when submitting the records.

When an applicant becomes a finalist, all records submitted by the applicant shall be available for public inspection except that letters of reference or medical, psychological and sociological data shall remain confidential.

An applicant shall become a finalist when chosen for an interview or when still being considered for the position 21 days prior to the Board's selection of a person to fill the position, whichever comes first. However if there are six or fewer applicants competing for the position, all shall be considered finalists.

Hiring

There shall be no discrimination in the hiring process on the basis of race, sex, religion, national background, age, marital status and disabling condition. Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited.

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

All interviewing and selection procedures shall ~~insure~~ 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 nomination shall be made only by the superintendent.

Appointment of Candidates

Nominations shall be made at regular monthly meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the school district. If there is a negative vote by the Board, the superintendent 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 the district to the appropriate state agency.

Adopted March 12, 1985
Revised April 9, 1991
Revised June 1996
Revised March 14, 2006

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 (3.4); C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 2-4-401 (3.5); C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 2-4-401 (13.5); C.R.S. 24-34-301 (24) (definition of sexual orientation)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)

GCF Professional Staff Hiring

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 (CDE 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 duty to make inquiries prior to hiring)

C.R.S. 22-32-126 (principal's role in hiring and assessment)
C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)
C.R.S. 22-60.5-201 (types of teacher licenses issued)
C.R.S. 22-61-101 (prohibiting discrimination)
C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)
C.R.S. 22-63-201 (licensure required)
C.R.S. 22-63-202 (employment contracts and mutual consent)
C.R.S. 22-63-206 (transfers)
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 (1.3)
C.R.S. 24-72-204 (3)(a) 24-34-402.3 (discrimination based on pregnancy, childbirth or related conditions; notice of rights required)

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

~~and Affirmative Action~~ CONTRACT REF.: Pueblo Education Association Agreement, Article Two,
General Terms, 2-12

Pueblo School District No. 60, Pueblo, Colorado
[4865-2650-1842, v. 1](#)