

## **PROFESSIONAL STAFF RECRUITING/HIRING**

### **Recruiting**

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

Recruitment procedures will 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 they are licensed, qualified, and/or meets other stated requirements.

### **Background Checks**

Prior to hiring any person, in accordance with state law, Centennial BOCES must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

### **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, religion, ancestry, genetic information, age or conditions related to pregnancy or childbirth is prohibited.

In all cases where credit reports are used in the hiring process, Centennial BOCES must comply with the Fair Credit Reporting Act and applicable state law.

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

All interviewing and selection procedures will 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 will be made at regular meetings of the Board. The vote of a majority of the Board is necessary to approve the appointment of teachers or any professional staff member. If there is a negative vote by

the Board, the executive director must 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 (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. 14-14-111.5 Child Support Enforcement procedures  
C.R.S. 22-2-119 inquiries prior to hiring  
C.R.S. 22-2-119.3 (6)(d) name-based criminal history 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 inquiries prior to hiring  
C.R.S. 22-32-109.8 non-licensed personnel – submittal of fingerprints and name-based criminal history record check  
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 (3.3) definition of gender expression  
C.R.S. 24-34-301 (3.5) definition of gender identity  
C.R.S. 24-34-301 (7) 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

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: January 20, 2022

Revised: November 19, 2020

Revised: May 17, 2018

Revised: January 18, 2018

Revised: February 16, 2006

Centennial BOCES