



Mt. Evans BOCES Clear Creek RE-1 - Gilpin RE-1 - Platte Canyon #1
Strong Partnerships Ensuring Success for Exceptional Students

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 the BOCES and to locate suitable candidates to recommend to the Board for employment.

Recruitment procedures shall not overlook the talents and potential of individuals already employed by the BOCES. Any present employee of the 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, the 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, genetic information, religion, national origin, ancestry, age, marital status or disability.

In all cases where credit reports are used in the hiring process, the 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 the 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 staff member's selection.

Appointment of candidates

Nominations shall be made at meetings of the Board. The vote of a majority of the Board shall be necessary to approve the appointment of 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 the BOCES to the appropriate state agency.

Adoption date: 12/15/2014

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
[20 U.S.C. 6319 (teacher requirements under No Child Left Behind Act of 2001)]
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
[34 C.F.R. 200.55 (federal regulations regarding highly qualified teachers)]
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 initial license applicants upon request of BOCES)]
[C.R.S. 22-60.5-201 (types 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. 24-34-402 (1) (discriminatory and unfair employment practices)

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