

**Recruitment, Selection and Filling Vacancies****A. Recruitment and Selection of Licensed Personnel**

The process leading to recommendation for employment and the process following employment will be the responsibility of the Assistant Superintendent of Human Resources as directed by the Superintendent and the Board. The responsibilities will include, but not be limited to, the following:

- Recruitment of outstanding candidates.
- Establishment of procedures for the professional interviewing of candidates.
- Recommendation of candidates for employment to the Superintendent and the Board.
- Verification of proper state certification of the candidates.
- Establishment of standards for and verification of the physical and mental health qualifications of the candidates.
- Determination of placement on the salary schedule of employees.
- Administration of the oath or affirmation of loyalty in accordance with State Statute.

In accomplishing the above, the Assistant Superintendent of Human Resources will make every effort to involve as many staff members directly associated with the position(s) being filled as possible in order to solicit suggestions on candidates being considered.

**B. Filling Licensed Personnel Vacancies**

In filling personnel vacancies, interested and qualified teachers in the system will be considered before employing someone from outside the District; however, District needs will be met before considering personal interests. (Cross reference Policy 4115.)

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.

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 an applicant's eligibility for employment. In all cases where credit reports are used in the hiring process, the District shall comply with the Fair Credit Reporting Act.

**TEACHING PERSONNEL**

**Policy: 4110**

LEGAL REFS.: 15 U.S.C. 1681 et. seq. (Fair Credit Reporting Act)  
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)

CROSS REFS.: AC, Nondiscrimination/Equal Employment Opportunity

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