

## **Support Staff Recruiting/Hiring**

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

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with the principals and other supervisory personnel in making a selection. Only qualified paraprofessionals, as defined by the No Child Left Behind Act of 2001, shall be hired to provide instructional support for students in Title I Schoolwide and Targeted Assistance Programs.

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

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. In all cases where credit reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall 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.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

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

Adopted: September 9, 1980

Revised: September 14, 1993

Revised: April 14, 1998

Revised: December 14, 1999

Revised: October 12, 2010

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (*Fair Credit Reporting Act*)  
20 U.S.C. 6319 (*paraprofessional 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. 200.58, 200.59 (*federal regulations regarding paraprofessional qualifications*)  
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. 22-32-109 (1)(f) (*Board duty to employ personnel*)  
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)  
C.R.S. 22-32-109.8 (*fingerprinting requirements for non-licensed positions*)  
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 REFS.: GBA, Open Hiring/Equal Employment Opportunity  
GDA, Support Staff Positions  
GDAA\*, Title I Paraprofessionals

Swink School District #33, Swink, Colorado