

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 in general and of each individual district 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 in the BOCES. Any present employee of the BOCES may apply for a position for which he has certification and meets other stated requirements.

Background checks

Prior to hiring any person, in accordance with state law 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 (which includes transgender), genetic information, religion, national origin, ancestry, age, marital status, disability or conditions related to pregnancy or childbirth.

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

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

All interviewing and selection procedures shall ensure that district and BOCES administrators directly responsible for the work of a staff member have an opportunity to aid in the selection. However, the final selection for nomination shall be made only by the executive director.

Appointment of Candidates

Nominations shall be made at regular meetings of the Board. The vote of approval by the Board shall be necessary to approve the appointment of any employee of the BOCES. 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.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010
May 12, 2016
November 8, 2018

LEGAL REFS.: 15 U.S.C. 1681 et seq. (*Fair Credit Reporting Act*)
42 U.S.C. 653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)
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. 22-32-109 (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. 24-34-301 (7) (*definition of sexual orientation, which includes transgender*)
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*)