
AURORA PUBLIC SCHOOLS

APS Code: GCE/GCF

Adopted April 1977

Recoded September 1998

Revised December 1998

Revised November 2007

Revised June 2014

Reviewed February 2016

Revised April 2018

Revised November 2021

Revised March 2024

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Recruiting

The Board directs the Superintendent to develop and maintain a recruitment program designed to recruit and retain high performing licensed personnel in the District's schools.

It is the responsibility of the Superintendent and chief personnel officer, with the assistance of other administrators, to determine the personnel needs of the District in general and of each individual school and to locate suitable candidates to recommend to the Board for employment. The search for good teachers and other licensed personnel shall extend to a wide variety of educational institutions and geographical areas. It shall take into consideration the diverse characteristics of the school system and the need for licensed staff members of various backgrounds.

Recruitment procedures shall not overlook the talents and potential of individuals already employed in the District's schools. Any present employee of the Board may apply for a position for which s/he is licensed and meets other stated requirements.

Background Checks

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.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, genetic information, religion, national origin, ancestry, age, marital status, disability or conditions related to pregnancy or childbirth.

All candidates shall be considered on the basis of their merits, qualifications and the needs of the

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District.

All interviews and selection procedures shall 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 nomination shall be made only by the Superintendent and chief personnel officer.

Appointment of Candidates

Nominations shall be made at regular monthly meetings of the Board of Education. The vote of a majority of the Board shall be necessary to approve the appointment of teachers, administrators or any other employee of the District.

If there is a negative vote by the Board, the Superintendent and chief personnel officer shall submit a new recommendation to the Board for approval.

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)
 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. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)
 C.R.S. 13-80-103.9 (liability for failure to perform an education employment

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required background check)

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 judicial 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 (duty to make inquiries prior to hiring)

C.R.S. 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based judicial record check)

C.R.S. 22-32-126 (principal's role in hiring and assignment)

C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)

C.R.S. 22-60.5-201 (types of teacher licenses issued)

C.R.S. 22-61-101 (prohibiting discrimination)

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. 22-61-103 (requirement for teacher's oath)

C.R.S. 22-63-201 (licensure required)

C.R.S. 22-63-202 (employment contracts and mutual consent placement)

C.R.S. 22-63-206 (transfers)

C.R.S. 24-5-101 (effect of criminal conviction on employment)

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)

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3 C.C.R. 708-1:40.2 (definition of age-based bona fide occupational qualifications)

CROSS REF.: AC, Nondiscrimination/Equal Opportunity
ACE, Nondiscrimination on the Basis of Disability
GBA, Hiring Policy

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To maintain control and continuity in the hiring and transferring of teachers, no one other than the Division of Human Resources is to make a commitment for employment or assignment. All scheduling of interviews and decisions on employment status are communicated to applicants through the Division of Human Resources.

The outline of procedures followed in the hiring process are described below.

I. Application

- A. Completed applications for teaching positions, either contract or substitute are to be filled electronically by each applicant after which they are screened and maintained online by the licensed personnel office.
- B. In areas where applicants are scarce, the District will initiate and maintain an active recruitment effort.

II. Screening

- A. When all requested information is received to complete an applicant's file, the file is screened by the licensed personnel office.
- B. A complete file consists of the application, placement papers and a resume.
- C. Each file is coded to identify subject areas which the candidate is qualified to teach and to indicate if qualified for coaching.

III. Selection for General Interviews

- A. General interviews are conducted, as needed, throughout the year to maintain a

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sufficient number of well-qualified candidates in the employment pool.

- B. Candidates to be interviewed are selected by the principals or other appropriate administrators from among the list of qualified applicants with complete and screened electronic files.
- C. Additional input for those selected to be interviewed may be received by principals and other appropriate administrators and that additional input, if appropriate, shall be submitted to the licensed personnel office.
- D. Principals are encouraged to observe and evaluate substitutes to determine whether they should be considered for general interviews.

IV. Conducting General Interviews

- A. Interviews are arranged for the selected candidates by the principals or other appropriate administrators or by the licensed personnel office.
- B. Candidates are interviewed by a combination of building administrators, teachers and, if appropriate, subject area consultants, a parent representative and/or an administrator from the Division of Human Resources.
- C. Interviewers are provided a suggested series of questions to be used during the interview.

V. Unassigned Hiring

- A. Following completion of the general interviews, a limited number of qualified

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candidates may be hired unassigned, depending on anticipated staffing needs in the District.

VI. Selection for Specific Vacancies

- A. As specific vacancies occur, principals or other appropriate administrators will complete and submit to the licensed personnel office the form entitled "Personnel Request Form."
- B. All vacancies are posted within the District so that teachers have an opportunity to request a transfer.
- C. Interviews are arranged for teachers requesting transfers unless the principal or other appropriate administrator knows the capabilities of the teacher, in which case the teacher is considered but not interviewed.
- D. New employees hired as provided in VI.A. are not given specific assignments until all requests for transfer have been considered.

VII. Interviewing for Specific Vacancies

- A. Interviews are arranged for the selected candidates by the principal or other appropriate administrator or the licensed personnel office. Generally, three to five candidates will be interviewed for a vacancy.
- B. If none of the candidates are acceptable to the principal or other appropriate administrator, additional candidates (if available) will be interviewed at the principal's or other appropriate administrator's request.

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- C. Candidates for itinerant positions will be interviewed and recommended for employment by the principals or other appropriate administrators who share joint responsibility for the assignment.
- D. During the summer months, if the principal or other appropriate administrator or designee is not available when a vacancy occurs, the position may be filled by other appropriate District personnel and the licensed personnel office, depending on the number of qualified applicants in the pool.

VIII. Background checks

Prior to hiring and in accordance with state law, the personnel office must:

- A. Conduct a background check through the Colorado Department of Education (the department) to determine the applicant's fitness for employment.

The department's records must indicate if the applicant has been convicted of, pled *nolo contendere* to, received a deferred sentence, or had their license or authorization denied, annulled, suspended, or revoked for a felony or misdemeanor crime involving unlawful sexual behavior or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, unlawful behavior involving children, or domestic violence. The department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act,, which

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was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law. The department must also provide information regarding whether the applicant's license or certification has ever been denied, suspended, revoked, or annulled in any state, including but not limited to any information gained as a result of an inquiry to a national teacher information clearinghouse.

Information of this type that is learned from a different source must be reported by the district to the department.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

IX. Recommendation for Employment

- A. The principal or other appropriate administrator shall make a recommendation for employment in writing to the licensed personnel office.
- B. The principal or other appropriate administrator or the licensed personnel office will perform the necessary reference checks. The licensed office will then conduct a criminal background check.
- C. The successful candidate is contacted by the licensed personnel office and verbally offered the position. If the candidate accepts, the principal or other appropriate administrator is notified and the candidate is sent a letter of intent. A job offer is contingent upon approval by the Board of Education.

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D. The candidate's name is then placed on an appropriate Board of Education agenda for appointment.

X. Information report to state

In accordance with federal and state law, the personnel office will report the name, address, and social security number of every new employee to the Colorado State Directory of New Hires via the online portal at <https://newhire.state.co.us/> or via mail to the Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, must be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, must be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, the district must remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

XI. Fingerprinting Non-licensed Administrators

A. All non-licensed applicants selected for employment in an administrative position must submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district employee or any third party approved by the Colorado Bureau of Investigation.

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- B. Non-licensed applicants selected for employment must also submit a , completed form as required by state law, to certify, under penalty of perjury, either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). If the candidate affirms a conviction, the form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
- C. The school district will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint based judicial record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the district shall require the employee to submit a name-based criminal history record check.
- D. Although an applicant may be conditionally employed prior to receiving the results of the background check linked to fingerprints, he or she may be terminated if the results are inconsistent with the information provided on the form. In accordance with state law, the employee or applicant shall be terminated or disqualified from district employment if the results disclose a conviction, after August 10, 2011, for any of the following offenses:
- (1) felony child abuse, as described in C.R.S. 18-6-401;
 - (2) a crime of violence, as defined in C.R.S. 18-1.3-406(2);
 - (3) a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);

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- (4) felony domestic violence, as defined in C.R.S. 18-6-800.3;
- (5) a felony drug offense as described in C.R.S. 18-18-401 et. Seq., committed on or after August 25, 2012;
- (6) felony indecent exposure, as described in C.R.S. 18-7-302; or
- (7) attempt, solicitation or conspiracy to commit any of the offenses described in items 1-6; or
- (8) an offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-7.

The district will notify the district attorney of such inconsistent results for action or possible prosecution.

- E. The school district will charge the applicant a nonrefundable fee to cover the direct and indirect costs of fingerprint processing. *(NOTE: This fee shall be an amount equal to the direct and indirect costs to the district of fingerprint processing.)*.