

Support Staff Recruiting/Hiring

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

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the superintendent or designee who must confer with principals and other supervisory personnel in making a selection.

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

Background checks

Prior to hiring any person, in accordance with state law the district must conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the district must comply with the Fair Credit Reporting Act and applicable state law.

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

Hiring

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited. See Board policy AC-E-1 for more information.

- Compliance Officer: Superintendent, superintendent@dolores.k12.co.us, 970-882-7255, 100 N 6th St Dolores CO, 81323
- Title IX Coordinator: District Administrative Assistant, hr@dolores.k12.co.us, 970-882-7255, 100 N 6th St, Dolores CO, 81323

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

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

Adopted: April 1991

Revised: October 1992, February 1994, September 1999, April 2001,

February 2003, June

2004, December 2012, May 2014, October 2018,

April 2020, August

2020, February 2022, March 2025

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*)
42 U.S.C. 2000ff *et seq.* (*Genetic Information Nondiscrimination Act*
of 2008)
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. 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. 22-2-119.3 (6)(d) (*name-based criminal history 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 criminal history record check*)

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

CROSS REFS.: AC-E-1, Nondiscrimination/Equal Opportunity
GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

Dolores School District RE-4A, Dolores, Colorado