

CLASSIFIED STAFF RECRUITING AND 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.

The recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or his designee who shall confer with Principals and other supervisory personnel in making a selection.

The Board shall officially appoint all employees upon the recommendation of the Superintendent.

When classified openings occur the vacancy shall be advertised within the district so that any qualified person may apply. It is the intent of the district to give consideration to present employees for new or vacant positions. However, this District strives to select the person most qualified and suited for the position regardless of their present employment status.

CRIMINAL BACKGROUND CHECK

Prior to making a final decision as to the hiring of any employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a criminal background check. The criminal background check may be utilized for the sole purpose of considering the qualifications of applicants for open positions and selecting the best qualified applicant for the position. The criminal background information shall not be permitted to be used for any purpose other than providing information relevant to the hiring decision. In order to ensure confidentiality of this information, the procedure set fourth in policy GCC relating to criminal background checks shall be followed.

Adopted: 03/11/85

Revised: 09/09/96