

**COLCHESTER SCHOOL DISTRICT****POLICY: PERSONNEL: RECRUITMENT, SELECTION, APPOINTMENT****DATE ADOPTED:** November 4, 2003**POLICY STATEMENT**

It is the policy of the Colchester School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of School District employees and contractors.

**RECRUITMENT**

1. The School Board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.
2. All instructional personnel will be recruited by the District's administrative staff under the immediate direction of the Superintendent.
3. Written applications will be required of candidates for full or part-time employment. The application will include a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification or withholding of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

**SELECTION**

Employees will be selected in a manner that complies with state and federal statutes and regulations regarding civil rights and employment.

- The Superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the District can contact previous employers.
- Providing a safe learning environment for students is a primary consideration in District employment decisions. The District will base such decisions on all relevant information, qualifications, and circumstances.
- The School Board will interview candidates for administrative positions.

**Legal Reference(s):**

16 V.S.A. Sections 251 et seq – Criminal Records Checks  
16 V.S.A. §563(12) – Responsibility for Hiring

Date Warned: October 17, 2003  
First Reading: October 21, 2003  
Second Reading: November 4, 2003

## **APPOINTMENT**

- The appointment of staff will be upon the recommendation of the Superintendent to the School Board.
- The Superintendent will request a criminal records check through the Vermont Crime Information Center (VCIC) on any candidate he/she is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the Superintendent has reason to believe the applicant has resided or been employed. The District will reimburse the employee the cost for being fingerprinted and the District will pay the FBI processing fee.
- All contracts or offers of employment will be conditional pending completion of the background investigation, including receipt and evaluation of the criminal records check report, and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful. All offers of employment may be withdrawn based on the criminal records check report or upon a determination that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.
- Employment conditioned on the completion of a background and criminal records check will be terminated if it is determined that the employee intentionally failed to respond truthfully to questions about criminal activity, prior employment or other material information. The District may terminate any employment contract based upon the review of the criminal records check report and related information. When it is determined that an employee or prospective employee has failed to fully disclose his/her background through misunderstanding or inadvertence, such failure will be considered in employment or termination considerations.
- Those subject to criminal records checks under this policy include all those recommended for full-time, part-time or temporary employment in the School District, including student teachers, and those employees of contractors (unless otherwise exempt from such checks by law) who will have unsupervised contact with students. Persons employed by a public or independent school as of July 1, 1998 shall not be subject to the criminal record check provisions unless the individual ceased to be employed by a Vermont public or independent school for a continuous period of one year or more after that date. Upon completion of a criminal records check, the Superintendent shall (1) notify the person subject to the check about the District's protocol for maintenance of criminal history files, and (2) ask the person subject to the check to indicate if his/her record should be maintained or destroyed after the three year retention period.

## **PROCEDURES**

The Superintendent will develop procedures for implementing this policy.