## PROFESSIONAL STAFF HIRING

It shall be the policy of the District to employ and retain the best qualified personnel.  The Board adopts the following general criteria, which shall be utilized in the selection process for initial employment:

- There will be no discrimination in the hiring process due to race, color, religion, sex, sexual orientation, age, national origin, or disability of an otherwise qualified individual.

- A candidate for secondary school teaching should have a major, minor, or equivalent in the candidate's teaching field. An elementary school candidate should have a major or equivalent in elementary education or in the special area of assignment.

- Candidates for all teaching positions shall be able to deliver quality instruction.

- Each candidate shall provide evidence of meeting state requirements for certification.

- <u>Each candidate shall be required to provide fingerprint cards or electronic fingerprints upon being offered employment for purposes of obtaining a criminal history background record before finalization of employment</u>.

- ~~Each candidate shall be requested to complete a consent-and-release form regarding conduct of a background investigation.~~

- A "background investigation" - consisting of communication with the applicant's (or employee's) former employer that concerns education, training, experience, qualifications, and job performance for the purpose of evaluation for employment - shall be conducted on each individual to be considered for a recommendation of employment. Forms developed for this purpose are to be used.

Any employee's misstatement of fact that is material to qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

All offers of employment are contingent upon the satisfactory completion of background investigations.

<u>Reemployment Contract</u>

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Each licensed teaching employee shall deliver an acceptance or rejection of reemployment to the Board within fifteen (15) days from the following:

- The date written notice of reemployment is served upon the person; or

- The last day of the school year when no written notice of reemployment or termination is served upon the licensed school employee on or before fifteen (15) working days prior to the last day of the school year.

Delivery of the written acceptance of reemployment by a licensed school employee creates a binding employment contract between the licensed school employee and the superintendent until the parties enter into a formal written employment contract. Written employment contracts between the superintendent and licensed school employees shall be executed by the parties not later than ten days before the first day of a school year.

A person not directly involved in the employment decision affecting the specific applicant shall not be permitted unauthorized access to criminal history record information or background information.

**Misuse of Criminal History Record Information (CHRI)**

Misuse of Criminal History Record Information (CHRI) is defined as using the information for any purpose other than that allowed by state statute or federal code. Any intentional misuse of CHRI may result in a written warning, loss of access to CHRI, administrative leave, termination of employment, or criminal charges (federal and/or local) per theSecurity Policy of the Federal Bureau of Investigation (FBI) Criminal Justice Information Systems (CJIS). All information from CHRI shall be handled in accordance with CJIS Security Policy, Information Handling (5.1.1.1); and personnel sanctions shall be in accordance with CJIS Security Policy, Personnel Sanctions (5.12.4). The misuse of CHRI shall be reported to the Department of Public Safety. The specific steps the District will take in the event of intentional misuse of CHRI are delineated in Gadsden Independent School District Board Policy GDQD (G-9300), Discipline, Suspension, Termination and Discharge of Support Staff Members.

*Adopted:*    January 14, 2016

LEGAL    REF.:    22-10A-5 NMSA (1978)
                  28-1-2 NMSA *et seq.*

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