

## SUPPORT STAFF HIRING

It shall be the policy of the District to employ and retain the best qualified personnel. This will be accomplished by giving careful consideration to qualifications and by providing competitive salaries within the financial capabilities of the District, adequate facilities, and good working conditions. Volunteers are to have background checks in accord with this policy.

Recruitment of support staff personnel is the responsibility of the Superintendent. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Superintendent.

The Board adopts the following general criteria and procedures, 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.
- Candidates for all positions shall be able to perform the duties of their position job descriptions.
- Each applicant 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.
- 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.

In addition to the requirements in this policy and those of the fingerprint policy which follows, the district shall follow 6.41.4.9 NMAC M through S for the purposes indicated below. That part of the New Mexico Administrative Code shall be incorporated in this policy by reference.

- Commercial Driver's License (CDL) pre-employment screening
- Returning CDL pre-employment screening
- School-owned activity driver pre-employment screening
- School bus assistant and substitute school bus assistant pre-employment screening
- Continuing standards for drivers

- Pre-employment documentation maintenance (records maintenance)

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 termination.

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

*Adopted:* date of manual adoption

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

**GADSDEN INDEPENDENT SCHOOL DISTRICT**

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