

**EDUCATION SUPPORT PROFESSIONALS  
RECRUITING/HIRING/BACKGROUND CHECKS**

Education Support Professionals (ESP) are appointed by the Colorado Springs School District 11 Board of Education (the Board) upon a recommendation of the Superintendent.

The Board shall strive to employ the most competent individuals available from either within or outside of Colorado Springs School District 11 (the District).

Prior to employing any applicant for an ESP position, the District, in accordance with state law shall conduct a background check concerning such applicant with the Colorado Department of Education (CDE) and previous employers regarding the applicants fitness for employment. Applicants may be conditionally employed prior to the District receiving the fingerprint results. However, he or she may be terminated if the results are inconsistent with information provided. During the employment of any ESP by the District, the District may, in accordance with state law, conduct a background check concerning such employee with CDE.

Any applicant recommended for an ESP position in the District shall submit a complete set of fingerprints to the District and a notarized form regarding felony and misdemeanor convictions. (Generally, the requirements of this paragraph shall not apply to any student currently enrolled in the District applying for a position). The District shall forward the fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprint-based criminal history record check.

If the District finds good cause to believe that any ESP employed by the District has been convicted of any felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction), the District shall require such ESP to submit to the District a complete set of his or her fingerprints. The District shall forward the fingerprints to the CBI for the purpose of conducting a state and national fingerprint-based criminal history record check.

With regard to recommendations for employment, applications for ESP positions shall be considered first by the Executive Director of Human Resources or designee in cooperation with Principals and other administrative personnel with whom the applicant is expected to work. Final recommendations for appointment shall be made by the Superintendent.

Adopted September 1972

Reviewed May, 1995

Revised December, 2009

Reviewed October, 2011

Reviewed October 5, 2012

Reviewed February 22, 2017

LEGAL REF.: C.R.S. § 22-32-109(f)(I)  
C.R.S. § 22-32-109.7  
C.R.S. § 22-32-109.8

CROSS REF.: Education Support Professionals Meet and Confer Handbook