

Monroe School District #1J
Hiring Practices
1/23/24

CERTIFIED PERSONNEL (Teachers, Administrators):

- Must be licensed through Teachers Standards & Practices Commission (TSPC) or eligible to be licensed
 - Conducts intensive fingerprint-based background checks
 - Reviews college transcripts
 - Reviews for on-going complaints, sanctions, revocations
- District Administrators review applications for certified position, choose top applicants to interview
- After interviewing, administrator(s) contact prior employers for employment based experience, background experience, etc.
- District sends Disclosure Notice to hired applicant's last 3 educational employers for verification to verify potential employee was NOT the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment.
- District sends former educational employers for work experience verification
- District verifies licensure through TSPC

CLASSIFIED PERSONNEL (Non-licensed through TSPC such as Cooks, Aides, Secretaries, Custodians)

- Age check: must be at least 21 years of age
- District Administrators review applications for certified position, choose top applicants to interview
- District contacts prior employers for employment based experience, background experience, etc.
- District sends Disclosure Notice to applicant's last 3 educational employers for verification to verify potential employee was NOT the subject of a substantiated report of child abuse or sexual conduct related to the applicant's employment.
- District conducts Fingerprint-based Criminal History Background Check

Board Policies:

BBA School Board Powers & Duties

CB Superintendent

CBA Qualifications & Duties of the Superintendent

GCDA-GDDA Criminal Records Checks & Fingerprinting

GCDA-GDDA-AR Criminal Records Checks, Fingerprinting

GCDA-GDDA-Form Notification, Criminal Records Checks & Fingerprinting