

# TISA Staff Hiring

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**Certified Staff:** It shall be the policy of the LEA to employ and retain the best qualified personnel. Applications will be accepted on a year round basis. All applicants will become part of the applicant pool and given consideration in filling positions within the LEA. Applicants will be screened based on information submitted and selected applicants will be invited for an interview. All applications are kept on file for one (1) year. Applications may be reactivated for an additional year by notifying the administration office in writing.

The Governing Council 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 may have a major, minor, or equivalent in the candidate's teaching field. An elementary school candidate may 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.
- Each candidate shall agree to a thorough background investigation.
- A "background investigation" - consisting of communication with the applicant'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.

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

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

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

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information or background information.

**Support Staff and Volunteers:** It shall be the policy of the LEA 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 LEA, 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 Director. Other members of the administration and supervisory staff will assist as responsibilities are delegated by the Director.

The Governing Council 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 candidate shall agree to a thorough background investigation including a criminal background check.
- A "background investigation" - consisting of communication with the applicant'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.

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

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

*Adopted: 11/29/17*

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

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