



**File: AR-GCE/GCF**

### **STAFF RECRUITMENT AND HIRING**

The ARPS Board of Directors (BOD) desires to develop and maintain a recruitment program designed to attract and hold the best possible personnel available. It is the responsibility of the Principal and/or Assistant Principal in conjunction with the BOD Hiring Committee to locate suitable candidates for employment.

Prior to hiring any person, background checks and reference checks shall be conducted.

Records submitted to ARPS by applicants shall remain confidential except as required by applicable law.

Aspen Ridge Preparatory School shall not discriminate in the hiring process on the basis of age, handicap, sex, race, color, national origin, or marital status. ARPS shall abide by all Federal and Colorado State laws in the hiring process. All candidates shall be considered on the basis of their merits, qualifications, and the needs of ARPS.

All Faculty and Staff Hiring decisions shall be made by the ARPS BOD, with recommendation from the Principal.

Adopted January 15, 2014