

Motion: Request that the Administration provide information with regard to the Instructional Assistant involved in the processing of the CORI checks in Section E. - Other.

Response: The current Instructional Assistant (IA) who is in the position was hired in October 2000. The position was an IA position when she was hired and she has always been classified as an IA.

This position is responsible for:

- gathering and verifying CORI authorization forms; submitting the CORI requests; receiving the results; preparing the results for administrative review, when necessary;
- preparing and sending Suitability Determination letters to other districts and requesting Suitability Determination letters from other districts;
- receiving results of national criminal records requests ("fingerprinting") and serving as a resource to current and prospective employees for assistance with the process for submitting fingerprints;
- managing the storage and retrieval of criminal history information in accordance with district policy and state and federal laws;
- preparing reports at the request of administration on the status of criminal records requests;
- preparing communications to current and prospective employees pertaining to all aspects of state and national criminal background checks, and for ensuring that such communications are written and executed in accordance with all relevant policies , regulations, and laws.