

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The principal will initially screen applicants for educational support positions. The District will hire highly qualified personnel, consistent with budget and staffing requirements, and will comply with Board policy and state law on equal employment opportunities and veterans' preferences. All applicants must complete a District application form in order to be considered for employment.

Every applicant must provide the District with a written authorization for a criminal background investigation. The Superintendent will keep a conviction record confidential as required by law and District policy. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification

The District requires its contracted certified staff to hold valid Montana Teacher or Specialist Certificates endorsed for the role and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to the staff member unless a valid certificate for the role to which the teacher has been assigned has been registered with the County Superintendent of Schools within 60 calendar days after the term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting the class and endorsement of certificates, and will update the permanent records as necessary. The personnel office will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Cross Reference 5122 Fingerprinting and Criminal Background Investigations

Legal Reference:	§ 20-4-202, MCA	Teacher and specialist certification registration
	§ 39-29-102, MCA	Point preference or alternative preference in initial hiring for certain applicants -- substantially equivalent selection procedure
	No Child Left Behind Act of 2001, (P.L. 107-110)	

Policy History:

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