

Hiring Procedures and Criteria

All staff members make important contributions to a successful education program. The District shall hire the best-qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy on equal employment opportunities. All applicants must complete a District application form in order to be considered for employment.

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

Contracts, as required by law, for certificated staff shall not exceed one year and shall be executed in duplicate by the Chair of the Board and the Clerk of the District, and by the teacher or specialist.

Vacancies

When the District determines that a vacancy exists, that vacancy may be posted in each school building. Vacancies may be advertised in-District only or they may be advertised in-District and through Career Services at a college or university, local public advertising and, where appropriate, if time permits, through a broader regional and/or national basis.

Certification

The district shall require that its contracted certificated staff hold a valid Montana Teacher Certificate 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 he/she has been assigned has been registered with the County Superintendent of Schools within 60 calendar days after the term of service begins.

All contracted teachers shall bring their current, valid certificates, at the time of each renewal of certification, as well as at the time of initial employment, to the County Superintendent.

Legal Reference:

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| § 20-4-201, MCA | § 20-3-205(3), MCA Powers and Duties |
| § 20-4-202, MCA | Employment of Teachers and Specialists by Contract |
| § 20-4-205(2), MCA | Teacher & Specialist Certification Registration |
| § 20-4-206(2), MCA | Notification of Tenure Teacher Reelection |
| 10.55.302, ARM | Notification of Non-tenure Teacher Reelection
Certificates |

Policy History:

Adopted on: 2008-09
Revised on: 01/28/19