

## **HIRING PROCESS AND CRITERIA**

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. The District shall hire the best-qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities and veterans' preferences. All applicants must complete District application materials to be considered for employment.

Offers of employment are contingent upon satisfactory results of a criminal background check and final candidates must provide a written authorization for a criminal background investigation. The 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.

Offers of employment for some District positions are also contingent upon satisfactory results of a pre-employment physical.

### **Certification:**

The District shall require that its contracted certificated staff hold a valid Montana Teacher or Specialist Certificate. 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 has been registered with the County Superintendent within sixty (60) calendar days after the term of service begins. Each contracted teacher and administrator shall bring their current, valid certificate at the time of each renewal of certification as well as at the time of initial employment to the personnel office.

The personnel office will retain a copy of each contracted certificated employee's valid registered certificate in the employee's personnel file and update the personnel record.

### **Recruitment and Selection - Certified Personnel:**

When an opening occurs, the appropriate administrator shall request the Personnel Office to recruit candidates. Such a request is subject to the approval of the Superintendent.

The Director of Human Resources, with the advice of Board members and the Administrative Team, shall develop both a procedure for the employment of certified personnel and a screening and selection process. The Superintendent shall approve and periodically review the procedures.

*In order to adhere to the principles of equal employment opportunities, all candidates will follow the same application procedures.*

All processing of applications will be administered through the Human Resources of the District.

The Superintendent and members of the Administrative Team responsible for specific programs or schools shall have the right to inspect all applications and related materials.

Initial screening of applicants is the responsibility of the appropriate supervisor, subject to the approval of Director of Human Resources.

A personal interview is required before a candidate is hired. Those supervisors responsible for the position available shall be involved in the interview, shall make a selection decision and shall justify the selection in writing. The Personnel Director shall certify as to the propriety of the selection, e.g., EEO compliance, etc. If concurring in the selection, the Superintendent shall recommend appointment, to the Board.

Certified personnel will normally be evaluated by the building principal. In those cases of specialists, the principals shall collaborate with the supervisors or Director directly responsible for those programs. The Superintendent and/or designee may collaborate with members of the M.E.A. to develop a procedure for these evaluations.