

Missoula County Public Schools

Personnel 5120

Hiring Process and Criteria

Vacant positions may be advertised in District only or through media sources. Unless stated in a negotiated agreement with staff, a vacancy need not be advertised as determined by the Superintendent. The administration is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. The District shall hire the person who best meets the criteria consistent with budget and staffing requirements, and shall comply with Board policy on equal employment opportunities, including veteran's preference. The administration shall maintain current job descriptions for each position in the District. All applicants must complete the District application in order to be considered for employment, including a written authorization for a criminal background investigation. Applications shall be kept for 2 years after submission pursuant to law.

All newly hired employees must provide the District with documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of the tester and the date and type of test administered, unless the person provides written medical documentation that he or she is known tuberculin reactor.

If the work is of a physically demanding nature, subsequent to a conditional offer of employment and prior to the commencement of work, the District may require an applicant to have a medical examination and to meet any other health requirements that may be imposed by the position description or the State. All bus drivers are required by law to have a satisfactory medical examination prior to employment.

The District requires certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. 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.

Legal References:

§ 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

37.114.1010, ARM Employee of School

24.9.805, ARM Employment Records

Cross Reference:

5122 Fingerprinting and Criminal Background Investigations

Policy History:

Adopted on: August 13, 2002

Revised at PN&P Committee meeting: March 24, 2010 Posted for public comment.

Approved on: May 11, 2010