

1 **Bainville K-12 Schools**

2  
3 **PERSONNEL**

5120

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5 Hiring Process and Criteria

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7 The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for  
8 making hiring recommendations to the Board. The principal will initially screen applicants for  
9 educational support positions. The District will hire personnel appropriately licensed and endorsed in  
10 accordance with state statutes and Board of Public Education rules, consistent with budget and staffing  
11 requirements, and will comply with Board policy and state law on equal employment opportunities and  
12 veterans’ preference. All applicants must complete a District application form to be considered for  
13 employment.

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15 Every applicant must provide the District with written authorization for a criminal background  
16 investigation. The Superintendent will keep any conviction record confidential as required by law and  
17 District policy. The district will create a determination sheet from the criminal history record. The  
18 determination sheet will be kept on file at the District Office. The Criminal History Record with no  
19 disqualifiers will be shredded on site immediately after review. The Criminal History Record with  
20 disqualifiers will be retained on file at the District Office according to law. Every newly hired employee  
21 must complete an Immigration and Naturalization Service form, as required by federal law.

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23 Certification

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25 The District requires its contracted certified staff to hold valid Montana teacher or specialist  
26 certificates endorsed for the roles and responsibilities for which they are employed. Failure to  
27 meet this requirement shall be just cause for termination of employment. No salary warrants may  
28 be issued to a staff member, unless a valid certificate for the role to which the teacher has been  
29 assigned has been registered with the county superintendent within sixty (60) calendar days after  
30 a term of service begins. Every teacher and administrator under contract must bring their current,  
31 valid certificate to the personnel office at the time of initial employment, as well as at the time of  
32 each renewal of certification.

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

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38 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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40 Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration  
41 § 39-29-102, MCA Point preference or alternative preference in initial  
42 hiring for certain applicants – substantially  
43 equivalent selection procedure  
44

45 Policy History:

46 Adopted on:

47 Reviewed on:

48 Revised on: 2/25/08, 8/9/17