

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
8 for making hiring recommendations to the Board. The Superintendent will initially screen
9 applicants for educational support positions. The District will hire highly qualified personnel
10 consistent with budget and staffing requirements and will comply with Board policy and state
11 law on equal employment opportunities and veterans' preference. All applicants must complete
12 a District application form to be considered for employment.

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

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

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24 Certification

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

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

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39 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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

45 No Child Left Behind Act of 2001 (P.L. 107-110)
46 37.114.1010, DPHHS Employee of School: Day Care Facility
47 Care Provider

48 Policy History:

49 Adopted on:

50 Reviewed on:

51 Revised on: 2/25/08