

1 **St. Regis School District**

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. Screening of applicants is the responsibility of
9 the Superintendent. The principal will be involved in the screening. The District will hire highly
10 qualified personnel consistent with budget and staffing requirements and will comply with Board
11 policy and state law on equal employment opportunities and veterans' preference. All applicants
12 must complete 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 Certification

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

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

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35 Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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37 Legal Reference: 20-4-202, MCA Teacher and specialist certification registration
38 39-29-102, MCA Point preference or alternative preference in initial
39 hiring for certain applicants - - substantially
40 equivalent selection procedure
41 No Child Left Behind Act of 2001 (P.L. 107-110)

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43 Policy History:

44 Adopted on: March 8, 2006

45 Revised on: