

Billings School District 2

HUMAN RESOURCES

Acquisition of Staff – Certified and Classified

The personnel employed by the District constitute the most important resource for effectively conducting and supporting quality education programs

The goals of the District's employment policy shall include the following:

1. To secure the most qualified staff.
2. To provide for strategies and procedures that ensure an equitable and efficient employment process. Such strategies and procedures will address personnel recruitment, screening, and selection of candidates.
3. To base selection of candidates on their job-related competencies and qualifications to fulfill the job responsibilities and without discrimination with respect to race, color, national origin, age, sex, handicapping status, marital status, veteran status, religion or other protected class.
4. To strive to have a diverse workforce.

All applicants must complete the required application procedures. Each applicant must provide written authorization for a criminal background investigation. The records shall be kept confidential as required by law and District policy.

For those employees who are required to have certificates, the personnel office shall record certificates, noting the class and the endorsement and updating the permanent record card as necessary. In addition, the personnel office will retain a copy of each contracted certificated employee's valid certificate in the employee's personnel file.

The selection of personnel who will serve the needs and interests of students, in and supportive of the classroom and education programs of the District, is one of the most important functions of this District. Authority for final approval of candidates recommended shall rest with the Board of Trustees.

Cross Reference: 5002 Equal Employment Opportunity and Non-Discrimination

Legal Reference:

Policy History:

First Reading: October 20, 2008
Second Reading: November 17, 2008
Third Reading: December 15, 2008
Adopted on: March 18, 1996
Effective on: March 18, 1996
Revised on: December 15, 2008