

1 Great Falls 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 making hiring recommendations to the Board. The District will make every effort to hire
9 personnel appropriately licensed and endorsed in accordance with state statutes and Board of
10 Public Education rules, consistent with budget and staffing requirements and will comply with
11 Board policy and state law on equal employment opportunities and veterans' preference. All
12 applicants must complete a District application form in order to be considered for employment.
13 Each applicant must provide a written authorization for a fingerprint criminal background
14 investigation. The Superintendent or designee will keep a conviction record confidential as
15 required by law and District policy. Each newly hired employee must complete an Immigration
16 and Naturalization Service (I-9) Form, as required by federal law.
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18 Employment of Employee Family Members

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20 Members of an employee's immediate family may be considered for employment by Great Falls
21 Public Schools provided the individual possesses all the qualifications for the position for which
22 he/she is applying. However, under no circumstances, may one member of an immediate family
23 hire, promote, or supervise an immediate family member nor shall the regular hiring or
24 evaluation processes of the District be suspended to accommodate immediate family members.
25 In order to avoid undue influence in the evaluation process, two members of an immediate
26 family may not be assigned to the same school in a direct line of supervision, unless authorized
27 by the Superintendent due to extenuating circumstances. Further, family members shall
28 disqualify themselves from any personnel matter, such as employment, assignment, promotion,
29 compensation, evaluation, discipline, suspension or dismissal, of his or her immediate family.
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31 For the purposes of this policy, immediate family members shall include: spouse, brother, sister,
32 parent, step-parent, children, step-children, father-in-law, mother-in-law, brother-in-law, sister-
33 in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, adopted children of
34 the employee or the spouse of the employee, and any other member of the employee's
35 household.
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37 Certification

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39 The District shall require that its certificated and licensed staff hold a valid Montana certificate
40 or license that demonstrates proper endorsement and licensure for the role and responsibilities
41 for which they are employed. Failure to meet this requirement shall be just cause for termination
42 of employment. No salary warrants may be issued to the staff member unless a valid certificate
43 for the role to which the teacher has been assigned has been registered with the County
44 Superintendent within sixty (60) calendar days after the term of service begins. Each contracted
45 teacher and administrator shall bring their current, valid certificate at the time of each renewal of
46 certification as well as at the time of initial employment to the Human Resources Office.

1 The Human Resource Office shall register all certificates, noting the class and endorsement and
2 updating the Employee Information System as necessary. In addition, the personnel office will
3 retain a copy of each contracted certificated employee's valid certificate in the employee's
4 personnel file.

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6 Reference Checks

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8 The Board authorizes the Superintendent or the Superintendent's designee to inquire of past
9 employers about an applicant's employment on topics including but not limited to: title, role,
10 reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of
11 students first, and suitability for the position in the District. Responses to these inquiries should
12 be documented and considered as part of the screening and hiring process.

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14 Employment Procedures

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16 In collaboration with Central Administration, the Human Resources Director will develop a
17 hiring procedure that invites, identifies, and selects quality employees. The Human Resources
18 Director, with District administrators and supervisors, will screen, interview and recommend
19 through the Superintendent to the Board of Trustees, persons for employment. Periodically the
20 Human Resources Director will present a review of the district hiring procedures to the Board of
21 Trustees.

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23 Cross Reference:

24 Policy 5122 Fingerprinting and Criminal Background Investigations
25 Policy 5010 Equal Employment Opportunity & Non-Discrimination

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27 Legal Reference:

28 § 20-4-202, MCA Teacher and specialist certification registration
29 § 39-29-102, MCA Point preference or alternative preference in initial hiring for certain
30 applicants – equivalent selection procedure

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32 Policy History:

33 Adopted on: July 1, 2000
34 Revised on: November 12, 2007
35 Revised on: August 23, 2010
36 Revised on: February 12, 2018
37 Revised on: April 29, 2019
38 Revised on: March 8, 2021