

1 Great Falls School District

2
3 **PERSONNEL**

5124

4
5 Recruitment and Retention

6
7 It is the policy of the District to utilize all resources available to meet the District's objective of
8 recruiting and retaining high quality staff focused on the individual success of each student. To
9 meet this objective the District will utilize the flexible instructor licensure opportunities available
10 to the District.

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12 Flexible Instructor Licensing

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14 It is the policy of the District to increase the flexibility and efficiency of the District's resources
15 by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of
16 addressing recruitment and retention of staff. Flexibilities in the following areas are available for
17 the District's enhancement of its programs and services with a focus on individual student
18 success:

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- 21 • Internships
 - 22 ○ Available to anyone with a current license and endorsement in one subject who
 - 23 wants to move to a new licensed role/endorsed area.
 - 24 ○ Requirements must be satisfied within 3 years.
 - 25 ○ Must include a plan between the intern, the District and an accredited preparation
 - 26 program.
 - 27 • Provisionally Certified
 - 28 ○ May be issued to an otherwise qualified applicant who can provide satisfactory
 - 29 evidence of:
 - 30 ■ The intent to qualify in the future for a class 1 or class 2 certificate;
 - 31 ■ Who has completed a 4-year college program or its equivalent; and
 - 32 ■ Holds a bachelor's degree from a unit of the Montana university system or
 - 33 its equivalent.
 - 34 • Substitutes
 - 35 ○ Must have a GED or high school diploma.
 - 36 ○ Will have completed 3 hours of training by the District.
 - 37 ○ Will have submitted a fingerprint background check.
 - 38 (All requirements can be waived by the District if the substitute has prior
 - 39 substitute teaching experience in another public school from November 2002 to
 - 40 earlier)
 - 41 ○ May not substitute more than 35 consecutive days for the same teacher, however
 - 42 the same substitute can be used for successive absences of different staff as long
 - 43 as each regular teacher for whom the substitute is covering is back by 35
 - 44 consecutive teaching days.
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- 1 • Retired Educators
- 2 ○ District must certify to OPI and TRS that the District has been unable to fill the
- 3 position due to no qualified applications or no acceptance of offer by a non-retired
- 4 teacher.
- 5 ○ A retired teacher with a date of termination through December 31, 2023, may not
- 6 be employed under this provision until the retired teacher has a break in service of
- 7 150 calendar days unless the retired teacher is employed as a substitute classroom
- 8 teacher to carry on the duties of a regular, licensed teacher who is temporarily
- 9 absent or is employed to mentor a newly hired teacher. A retired teacher with a
- 10 date of termination of January 1, 2024, or later, may not be employed under this
- 11 provision until the employee has a break in service of 120 calendar days unless
- 12 the retired teacher is employed as a substitute classroom teacher to carry on the
- 13 duties of a regular, licensed teacher who is temporarily absent or is employed to
- 14 mentor a newly hired teacher.
- 15 ○ Limited to employment in a second- or third-class elementary district or a second-
- 16 or third-class high school district.
- 17 ○ A retired teacher must have 27 years of experience or more in TRS.
- 18 ○ There is a 3-year lifetime limit on the retired individual working under this
- 19 provision.
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- 21 • Class 3 Administrative License
- 22 ○ Valid for a period of 5 years.
- 23 ○ Appropriate administrative areas include elementary principal, secondary
- 24 principal, K-12 Superintendent, and supervisor.
- 25 ○ Must be eligible for an appropriately endorsed Class 1, 2, or 5 licenses to teach in
- 26 the school(s) in which the applicant would be an administrator or would supervise
- 27 and qualify as set forth in ARM 10.57.414 through 10.57.418.
- 28 ○ An applicant for a Class 3 administrative license who completed an educator
- 29 preparation program which does not meet the definition in ARM 10.57.102(2),
- 30 who is currently licensed in another state at the same level of licensure, may be
- 31 considered for licensure with verification of five years of successful
- 32 administrative experience as defined in ARM 10.57.102 as documented by a
- 33 recommendation from a state accredited P-12 school employer on a form
- 34 prescribed by the Superintendent of Public Instruction and approved by the Board
- 35 of Public Education. The requirement of ARM 10.57.414(1)(c) (i-iii) must be met
- 36 by an applicant seeking a Superintendent endorsement.
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- 38 • Class 4 for CTE
- 39 ○ Valid for a period of 5 years.
- 40 ○ Renewable pursuant to the requirements of 10.57.215, ARM and the requirements
- 41 specific to each type of Class 4 license.
- 42 ○ 4A – for licensed teachers without a CTE endorsement.
- 43 ○ 4B – for individuals with at least a bachelor’s degree.
- 44 ○ 4C – for individuals with a minimum of a high school diploma or GED.
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- 46 • Class 5 Alternatives

- 1 ○ Good for a maximum of 3 years.
- 2 ○ Requirement dependent upon the alternative the District is seeking.
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- 4 • Emergency Authorization of Employment
 - 5 ○ Individuals must have previously held a valid teacher or specialist certificate or
 - 6 have met the requirement of rule 10.57.107, ARM.
 - 7 ○ Emergency authorization is valid for one year but can be renewed from year to
 - 8 year provided conditions of scarcity continue to persist.

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10 Alternative Teacher Credentialing

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12 The District may employ a teacher possessing a Class 2 certificate issued after completing a

13 certification and endorsement program that meets the requirements of alternative teacher

14 credentialing consistent with Montana law and has been approved by the Board of Public

15 Education upon recommendation of the Superintendent of Public Instruction.

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17 Teacher Residency Program

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19 In accordance with Montana law, the District may participate in a teacher residency program

20 consistent with the terms established by the Office of Public Instruction, professional educator

21 preparation program, and Board of Trustees in order to recruit and retain high-quality teachers.

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23 Loan Repayment Program

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25 The District may assist any quality educator who meets the qualifications for the state's loan

26 repayment program at the discretion of the Board of Trustees. Loan repayment assistance may be

27 provided on behalf of a quality educator who: (1) is employed newly hired in an identified

28 impacted school experiencing a critical quality educator shortage outlined in 20-4-503 MCA; and

29 (2) has an educational loan that is not in default and that has a minimum unpaid current balance

30 of at least \$1,000 at the time of application.

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32 A quality educator is eligible for state-funded loan repayment assistance for a lifetime total of no

33 more than 3 years and an additional 1 year of loan repayment assistance voluntarily funded by

34 the impacted school or the district under which the impacted school is operated, with the

35 maximum annual loan repayment assistance not to exceed:

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- 37 • \$3,000 of state-funded loan repayment assistance after the first completed year of
- 38 teaching in an impacted school;
- 39 • \$4,000 of state-funded loan repayment assistance after the second completed year of
- 40 teaching in the same impacted school or another impacted school within the same school
- 41 district;
- 42 • \$5,000 of state-funded loan repayment assistance after the third completed year of
- 43 teaching in the same impacted school or another impacted school within the same school
- 44 district; and

- 1 • Up to \$5,000 of loan repayment assistance funded by the impacted school or the district
2 under which the impacted school is operated after the fourth completed year of teaching
3 in the same impacted school or another impacted school within the same school district.
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5 Cross Reference:

6 Policy 5440 Student Teachers and Interns
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8 Legal References:

9 10.55.607, ARM Internships
10 10.55.716, ARM Substitute Teachers
11 10.57.107, ARM Emergency Authorization of Employment
12 10.57.215, ARM Renewal Requirements
13 10.57.420, ARM Class 4 Career and Technical Education License
14 10.57.424, ARM Class 5 Provisional License
15 19-20-732, MCA Reemployment of Certain Retired Teachers, Specialists,
16 and Administrators – Procedure – Definition
17 § 20-4-120, MCA Alternative Teaching Credentialing
18 § 20-4-501 – § 20-4-505, MCA Loan Repayment Assistance for Quality Educator
19 HB359 (2025)
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21 Policy History

22 Adopted on: August 23, 2021
23 Revised on: August 7, 2023
24 Revised on: November 10, 2025