Billings School District 2

THE BOARD OF TRUSTEES

Recruitment and Retention – Flexible Instructor

Policy Objective. The District will use available resources to recruit and retain high-quality staff who are focused on the individual success of each student.

Use of Flexible Licensure. To support this objective, the District may use flexible instructor licensure opportunities available under applicable Montana law.

Flexible Instructor Licensing

To increase flexibility and make efficient use of District resources, the District may use available legal options for flexible instructor licensure. These options support recruitment and retention efforts and help enhance programs and services with a focus on individual student success.

- **Internships**
  - Available to individuals who hold a current license and endorsement in one subject area and seek to move into a new licensed role or endorsed area.
  - All requirements must be satisfied within three years.
  - The internship must include a plan developed by the intern, the District, and an accredited preparation program.
- **Provisional Certification**
  - A provisional certificate may be issued to an otherwise qualified applicant who provides satisfactory evidence of the following:
    - Intent to qualify in the future for a Class 1 or Class 2 educator certificate;
    - Completion of a four-year college program or its equivalent; and
    - A bachelor's degree from a unit of the Montana university system or an equivalent institution.

- **Substitutes**
  - Must have a HiSET, GED, or high school diploma.
  - Must complete three hours of District training.
  - Must submit a fingerprint background check.
  - The District may waive these requirements for a substitute with prior substitute teaching experience in another public school from November 2002 or earlier.
  - May not substitute for the same teacher for more than 35 consecutive teaching days. The same substitute may be used for successive absences of different staff members if each regular teacher returns within 35 consecutive teaching days.

- **Retired Educators**
  - The District must certify to the Office of Public Instruction and the Teachers' Retirement System that it was unable to fill the position because no qualified applications were received or no non-retired teacher accepted an offer.
  - A retired teacher with a termination date through December 31, 2023 must have a 150-calendar-day break in service before employment under this provision. A retired teacher with a termination date of January 1, 2024, or later must have a 120-calendar-day break in service. These break-in-service requirements do not apply when the retired teacher is employed as a substitute classroom teacher for a temporarily absent licensed teacher or to mentor a newly hired teacher.
  - Employment under this provision is limited to a second- or third-class elementary district or a second- or third-class high school district.
  - The retired teacher must have 27 years of experience in the Teachers' Retirement System.
  - Employment under this provision is subject to a three-year lifetime limit.

- **Class 3 Administrative License**
  - Valid for five years.
  - Appropriate administrative areas include elementary principal, secondary principal, K-12 principal, K-12 superintendent, and supervisor.
  - The applicant must be eligible for an appropriately endorsed Class 1, Class 2, or Class 5 license to teach in the school or schools in which the applicant would serve as an administrator or supervisor, and must qualify as provided in ARM 10.57.414 through 10.57.418.
  - An applicant who completed an educator preparation program that does not meet the definition in ARM 10.57.102(2), and who is currently licensed in another state at the same level of licensure, may be considered for licensure with verification of five years of successful administrative experience.

Verification must be documented by a recommendation from a state-accredited P-12 school employer on a form prescribed by the Superintendent of Public Instruction and approved by the Board of Public Education. Applicants seeking a superintendent endorsement must also meet the requirements of ARM 10.57.414(1)(c)(i-iii).

- **Class 4 Career and Technical Education License**
  - Valid for five years.
  - Renewable pursuant to ARM 10.57.215 and the requirements specific to each type of Class 4 license.
  - Class 4A: for licensed teachers without a CTE endorsement.
  - Class 4B: for individuals with at least a bachelor's degree.
  - Class 4C: for individuals with at least a high school diploma or GED.

- **Class 5 Alternative License**
  - Valid for a maximum of three years.
  - Requirements depend on the alternative license the District seeks.

- **Emergency Authorization of Employment**
  - The individual must have previously held a valid teacher or specialist certificate or must have met the requirements of ARM 10.57.107.
  - Emergency authorization is valid for one year and may be renewed annually if scarcity conditions continue.
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- **Alternative Teacher Credentialing**
  - The District may employ a teacher who holds a Class 2 certificate issued after completion of a certification and endorsement program that meets the requirements for alternative teacher credentialing under Montana law.
  - The program must have been approved by the Board of Public Education upon recommendation of the Superintendent of Public Instruction.

Teacher Residency Program

In accordance with Montana law, the District may participate in a teacher residency program to support the recruitment and retention of high-quality teachers.

Participation must be consistent with the terms established by the Office of Public Instruction, the professional educator preparation program, and the Board of Trustees.

Loan Repayment Program

The District may assist any quality educator who meets the qualifications for the state's loan repayment program at the discretion of the Board of Trustees. Loan repayment assistance may be provided on behalf of a quality educator who: (1) is employed newly hired in an identified impacted school experiencing a critical quality educator shortage area outlined in Section 20-4-503, MCA; and (2) has an educational loan that is not in default and that has a minimum unpaid current balance of at least $1,000 at the time of application.

A quality educator is eligible for state-funded loan repayment assistance for a lifetime total of no more than 3 years and an additional 1 year of loan repayment assistance voluntarily funded by the impacted school or the district under which the impacted school is operated, with the maximum annual loan repayment assistance not to exceed:

- $3,000 of state-funded loan repayment assistance after the first complete year of teaching in an impacted school;
- $4,000 of state-funded loan repayment assistance after the second complete year of teaching in the same impacted school or another impacted school within the same school district;
- $5,000 of state-funded loan repayment assistance after the third complete year of teaching in the same impacted school or another impacted school within the same school district; and
- up to $5,000 of loan repayment assistance funded by the impacted school or the district under which the impacted school is operated after the fourth complete year of teaching in the same impacted school or another impacted school within the same school district.

Montana Code Annotated Description

19-20-72	Reemployment of Certain Teachers
19-20-732	Reemployment of certain retired teachers, specialists and administrators – procedure
20-4-120	Alternative Teacher Credentialing
20-4-501	Educator Loan Repayment Assistance
20-4-504	Quality Educator Loan Assistance Program

Administrative Rules of Montana Description

10.55.607	Internships
10.55.716	Substitute Teachers
10.57.107	Emergency Authorization of Employment
10.57.215	Renewal Requirements
10.57.420	Class 4 Career and Technical Education License
10.57.424	Class 5 Provisional License

Cross References

Code	Description
1635	Internships
5440	Student Teachers

Policy History:

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