

1 **Great Falls School District**

2
3 **PERSONNEL**

5120
Page 1 of 2

4
5 Hiring Process and Criteria

6
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 personnel
9 appropriately licensed and endorsed in accordance with state statutes and Board of Public Education
10 rules, consistent with budget and staffing requirements and will comply with Board policy and state
11 law on equal employment opportunities and veterans' preference. All applicants must complete a
12 District application form in order to be considered for employment.

13
14 Each applicant must provide a written authorization for a fingerprint criminal background
15 investigation. The Superintendent or designee will keep a conviction record confidential as required
16 by law and District policy. Each newly hired employee must complete an I-9 Form, as required by
17 federal law.

18
19 Employment of Employee Family Members

20
21 Members of an employee's immediate family may be considered for employment by Great Falls
22 Public Schools provided the individual possesses all the qualifications for the position for which
23 he/she is applying. However, under no circumstances, may one member of an immediate family
24 hire, promote, or supervise an immediate family member nor shall the regular hiring or evaluation
25 processes of the District be suspended to accommodate immediate family members. In order to
26 avoid undue influence in the evaluation process, two members of an immediate family may not be
27 assigned to the same school in a direct line of supervision. Further, family members shall disqualify
28 themselves from any personnel matter, such as employment, assignment, promotion, compensation,
29 discipline, suspension or dismissal, of his or her immediate family.

30
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-in-
33 law, daughter-in-law, son-in-law, grandmother, grandfather, grandchild, adopted children of the
34 employee or the spouse of the employee, and any other member of the employee's household.

35
36
37 Certification

38
39 The District shall require that its certificated and licensed staff hold a valid Montana certificate or
40 license that demonstrates proper endorsement and licensure for the role and responsibilities for
41 which they are employed. Failure to meet this requirement shall be just cause for termination of
42 employment. No salary warrants may be issued to the staff member unless a valid certificate for the
43 role to which the teacher has been assigned has been registered with the County Superintendent
44 within sixty (60) calendar days after the term of service begins. Each contracted teacher and
45 administrator shall bring their current, valid certificate at the time of each renewal of certification as
46 well as at the time of initial employment to the Human Resources Office.

47
48 The Human Resource Office shall register all certificates, noting the class and endorsement and
49 updating the Employee Information System as necessary. In addition, the personnel office will
50 retain a copy of each contracted certificated employee's valid certificate in the employee's personnel
51 file.

1 Employment Procedures
2

3 In collaboration with Central Administration, the Human Resources Director will develop a hiring
4 procedure that invites, identifies, and selects quality employees. The Human Resources Director,
5 with District administrators and supervisors, will screen, interview and recommend through the
6 Superintendent to the Board of Trustees, persons for employment. Periodically the Human
7 Resources Director will present a review of the district hiring procedures to the Board of Trustees.
8
9

10 Cross Reference: Policy 5122 Fingerprinting and Criminal Background Investigations
11 Policy 5010 Equal Employment Opportunity & Non-Discrimination
12

13 Legal Reference: § 20-4-202, MCA Teacher and specialist certification registration
14 § 39-29-102, MCA Point preference or alternative preference in initial
15 hiring for certain applicants – equivalent selection
16 procedure
17

18 Policy History:

19 Adopted on: July 1, 2000
20 Revised on: November 12, 2007
21 Revised on: August 23, 2010
22 Revised on: February 12, 2018