

## **Poplar School District**

### **PERSONNEL**

**5120**

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#### Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. Every newly hired employee must complete all necessary employment verification forms as required by federal and/or state law.

Every newly hired employee must provide the school district documentation of the results of a tuberculin skin test done within the year prior to initial employment, along with the name of tester and the date and type of test administered, unless the person provides written medical documentation that he/she is a known tuberculin reactor.

#### ***Certification***

The District requires its contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Cross Reference: 5122

Fingerprints and Criminal Background  
Investigations  
Administrative Procedures

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

Public Law 114-95     Every Student Succeeds Act  
37.114.1010, DPHHS   Employee of School: Day Care Facility Care  
                                                  Provider

Policy History:

Adopted on:

Revised on: 11 July 2016