

1 **Browning Public Schools**

2  
3 Policy #5120

4 Policy Name: Recruitment and Selection

5 Regulation: -----

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7 **Goals**

8 The goals of the Board of Trustees of School District No. 9 for its employment policy include the  
9 following:

- 10
- 11 1. Secure highly competent staff;
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- 13 2. Provide strategies and procedures that ensure an equitable and efficient employment process, address  
14 personnel recruitment, screening and selection of candidates; and
- 15
- 16 3. Base selection of candidates on their job-related competencies and qualifications to fulfill the job  
17 responsibilities and without regard to their race, color, sex, religion, national origin, or any other  
18 illegal basis for discrimination
- 19

20 **Administration**

21 The superintendent or his or her designee is responsible for recruiting personnel, in compliance with  
22 Board policy, but the superintendent will make hiring recommendations to the Board. The District shall  
23 hire the most qualified personnel consistent with budget and staffing requirements, and shall comply with  
24 Board policy and state law requiring equal employment opportunities and veterans' preferences.

25  
26 All applicants must complete a District application form in order to be considered for employment.  
27 Incomplete applications will be rejected. Completed applications will be secured as confidential  
28 information by the superintendent or his or her designee.

29  
30 Every applicant must complete an authorization for fingerprint background check form authorizing the  
31 District to complete a criminal background investigation. The Superintendent will keep any conviction  
32 record confidential as required by law and District policy.

33  
34 Every newly hired employee must complete an Immigration and Naturalization Service form, as required  
35 by federal law.

36  
37 Every newly hired employee must provide the District documentation of the results of a tuberculin skin  
38 test done within the year prior to initial employment, along with the name of the tester and the date and  
39 type of test administered, unless the person provides written medical documentation that he/she is a  
40 known tuberculin reactor. **Proof of test results must be provided within five working days.**

41  
42 Notwithstanding the foregoing, recruitment and selection for the position of District Superintendent will  
43 be determined by the Board of Trustees and all applications and related information will be kept  
44 confidential except to the Board as it determines appropriate.

45  
46 **Certification**

47 The District requires its' contracted, certified staff to hold a valid Montana teacher or specialist certificates  
48 endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement  
49 shall be just cause for termination of employment. No salary warrants may be issued to a staff member,

1 unless a valid certificate for the role to which the teacher has been assigned has been registered with the  
2 county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and  
3 administrator under contract must bring his or her current, valid certificate to the personnel office at the  
4 time of initial employment, as well as at the time of each renewal of certification.  
5

6 The personnel office will register all certificates, noting class and endorsement of certificates, and will  
7 update permanent records as necessary. The personnel office also will retain a copy of each valid  
8 certificate of a contracted certified employee in that employee's personnel file.  
9

### 10 **Preferences**

- 11 1. **Veterans' Preference** - State law requires employers using a scored procedure to add a factor for  
12 qualifying veterans who claim the preference in accordance with § 39-29-101 et seq., MCA. These  
13 points will be added on both the Application Scoring Worksheet and the Interview Scoring Summary  
14 Worksheet.  
15
- 16 2. **Employee Preference** - Scoring may be weighted to allow more points for employees who have  
17 completed staff development activities that extend employee competencies and such development  
18 training is helpful and relevant to the position advertised.  
19
- 20 3. **Extracurricular** - For those extracurricular positions in which the applicants are similarly qualified, the  
21 following preferences apply:  
22
  - 23 A. Coaches and sponsors, who were successful in the same extracurricular position with the  
24 District in the previous school year, will have preference over all other applicants and may be  
25 recommended by the superintendent for hiring.  
26
    - 27 i. Past success in the position will be determined by the superintendent or his or her  
28 designee based on performance in the position.  
29
    - 30 ii. Such experience must be consecutive from year to year and in the same activity or sport  
31 to be a preference.  
32
- 33 4. **Other Preferences** – Scoring may be weighted to allow more points for qualifications exceeding  
34 minimums required for the position such as education, experience, working in schools, etc.  
35

### 36 **Career Fairs**

37 The superintendent or his or her designee may organize a career fair team to attend career or job fairs and  
38 recommend related travel to the Board of Trustees for approval. The superintendent may designate an  
39 administrator as his or her designee for purposes of acting as team leader and extending a letter of intent  
40 of recommendation for employment, in writing, to teachers and specialists being recruited. The team will  
41 evaluate applications, screen applicants, conduct interviews, check references, and determine those  
42 finalists to be offered employment with the District. Immediately upon returning from the career fair, the  
43 team leader will submit, in good form, all documents and materials, including completed application  
44 forms, to the superintendent or his or her designee.  
45

### 46 **Selection**

47 The final candidate for a vacant position will be selected following a competitive selection process, which  
48 is free of bias and special interests, and from as large a pool of applicants as may be reasonably obtained.  
49 Browning Public Schools does not permit any person related by consanguinity within the fourth degree or

1 by affinity within the second degree to participate in the selection process (screening and interviewing) for  
2 any position.

3  
4 Testing: Testing may be used to determine the applicant's suitability for a position. Such tests will be  
5 relevant to the position and conducted uniformly in a fair and impartial manner with results kept  
6 confidential. Testing results will be provided to the interview committee for consideration.

7  
8 Scoring: Scoring documents will be reasonably accurate to position requirements and in measuring  
9 the applicant's suitability for the position. Such documents shall be reviewed periodically by  
10 supervisors and employees in those positions for updating.

### 11 12 **Selection Committees**

13 Those who screen applicants and interview finalists will be District employees selected by the  
14 superintendent or his or her designee. In general, the interview committee will be chaired by the  
15 supervisor of the position and shall include other staff from the same building or department and at least  
16 one administrator or similarly assigned staff member from another building or department.

17  
18 Those who screen or interview will be as objective as possible, shall have not made any preconceived  
19 judgments, and shall not be related to any applicant being considered.

20  
21 Those who screen applications generally will not serve on interview committees except under unusual  
22 circumstances or during periods of staff shortages.

### 23 24 **Selection Process**

- 25 1. Interview committees are to exercise their best judgment in evaluating and scoring finalists. Scores  
26 serve as a guide in determining each interviewer's choice, but final selections are subject to the  
27 deliberations and consensus of the committee. Significant disparities between scores and selection are  
28 to be documented by the committee at the conclusion of its deliberations.
- 29  
30 2. The interview committee is to select one finalist to be recommended to the superintendent for hiring.  
31 The interview committee may designate up to two alternates in the order decided. The interview  
32 committee may conclude that none of the finalists is acceptable and continue to interview other  
33 applicants or postpone interviews in order to recruit a wider pool of applicants.
- 34  
35 3. Interviews will be open to the public in compliance with the Montana Open Meeting Law § 2-3-201 et  
36 seq., MCA.
- 37  
38 4. All information, written and verbal, is confidential and is not to be divulged to others except the  
39 superintendent or his or her designee. An unsuccessful applicant may request results of his or her  
40 rating with respect to other applicants. Within five (5) business days of such request, the  
41 superintendent or his or her designee will provide the applicant with a list in which (a) all names,  
42 excepting his or hers, will be omitted and (b) individual total scores are shown. No list will be  
43 produced, however, if the number of applicants is fewer than three.

44  
45 Exceptions: The competitive selection process may be unnecessary in the following circumstances:

- 46  
47 A. Coaches and sponsors having preference as provided under the above section, Preferences,  
48 paragraph 3(A).

1 B. Only one applicant is qualified and meets eligibility requirements and further recruiting is  
2 impractical.

3

4 C. The applicant is part of a general pool of temporary workers including substitutes from which  
5 supervisors may select and employ as needed. This exception does not apply to temporary  
6 employees or short-term workers to be hired for summer work.

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8 The superintendent is directed to establish and implement procedures to carry out this policy.

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11 **Cross Reference:** 5122 Fingerprints and Criminal Background Investigations

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13 **Legal Reference:** Title VI and VII of Civil Rights Act of 1964  
14 Title IX of the Education Amendments of 1972  
15 Section 504 of the Rehabilitation Act of 1973  
16 Americans with Disabilities Act of 1990  
17 Montana Constitution, Article X, Section 1  
18 § 49-2-303, MCA Human Rights Act  
19 § 49-3-102, MCA Freedom from Discrimination  
20 § 49-3-201, MCA Employment of State and Local Government Personnel  
21 § 49-3-205, MCA Government Services  
22 § 39-3-104, MCA Equal Pay for Women for Equivalent Service  
23 § 39-29-101 et seq., MCA Veterans' Public Employment Preference

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25 **Policy History:**

26 Adopted on: 4/10/01

27 Revised on: 5/30/07, 3/26/14, 1/27/16

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