

PERSONNEL

Policy 5100

Hiring Process and Criteria

The Board of Trustees has the legal responsibility of hiring all employees. The Board assigns to the Superintendent the process of recruiting personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential personnel. All personnel selected for employment must be recommended by the Superintendent or designee and approved by the Board. All personnel selected for employment must also go through the applicable screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following non-exclusive list of factors will be considered, along with any other factors relevant to the position: qualifications, training, experience, personality, character, and ability to relate well with students. Every effort will be made to maintain wide diversity in staff experience and educational preparation. However, the welfare of the students of the District will be a paramount consideration in the selection of teachers and administrators.

All applicants applying for a certificated position who are pursuing an alternate route to certification shall be considered on a case-by-case basis. They must hold or demonstrate ability to hold any state certification required for the position and demonstrate they meet the alternate route requirements.

Except where otherwise specified, this policy applies to the hiring of all certificated and classified staff members in the District except for the Superintendent. This policy shall be made available to any District employee or person seeking employment with the District.

1. There will be no discrimination in the hiring process. See Policy 5120.
2. If the vacant position is that of the Superintendent, the hiring process and the review of all applicants is the responsibility of the Board of Trustees.
3. Applicants for teaching and administrative positions shall provide evidence of meeting State requirements for certification as described below.
4. Applicants shall sign a statement authorizing current and past school district employers, including those outside the state of Idaho, to release to the District all

information relating to:

1. Job performance or job related conduct;
2. Any pending or prior investigations of the employee;
3. Any resignations during investigations or in lieu of contemplated disciplinary action; and
4. Disciplinary actions for misconduct involving the applicant;

and making available to the District copies of all documents in the applicant's previous personnel files, investigative, or other files. Such statement will also release the applicant's current and past employers from any liability for providing such information and documentation. Applicants who do not sign the statement/release shall not be considered for employment. The District will consider information received from current and past school district employers only for the purpose of evaluating applicants' qualifications for employment in the position for which they have applied. No District employees shall disclose this information to anyone, other than the applicant, who is not directly involved in the process of evaluating the applicants' qualifications for employment. Applicants may be employed on a non contracted provisional basis as allowed by law. Applicants shall not be prevented from gaining employment if current or past out-of-state employers are prevented from or refuse to cooperate with the District's request. See Forms 5100F1 and 5100F2.

5. Applicants shall be required to provide a sworn written statement disclosing any pending or prior investigations, resignations during investigations or in lieu of contemplated disciplinary action, or disciplinary actions involving the applicant for misconduct in connection with employment or professional licensure or certification. Applicants who make a material misrepresentation or willful omission associated with this sworn written statement or information required shall be subject to immediate termination of employment or rescission of the applicant's offer of employment or employment contract.
6. Applicants must meet the applicable State standards for the position they are applying for. Applicants for high school and middle school teaching positions should have a major or its equivalent in the field they will be teaching. Applicants for elementary school teaching positions should have a major or its equivalent in elementary education or in their area of assignment.
7. When considering coaching assignments in secondary schools, preference for hiring will be given to qualified certificated professional employees in the school where the coaching vacancy exists. The building principal or designee will be responsible for assuring that all qualified and interested applicants within the building have been given consideration. Giving such individuals consideration does not mean that such

an individual will necessarily be retained for a coaching position. Another individual who is not a certificated employee of the building in question may receive the position.

8. As required in Idaho Code 65-505, the District will observe preference for veterans and disabled veterans when considering hiring employees to fill vacancies, selecting new employees, or implementing a reduction in force.
9. As required in Idaho Code 33-130 and 33-512(16), the District will conduct a criminal history check for applicable positions. See Policy 5110.
10. Each newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair and the applicant.

Approval of Candidate for Certificated Position

Upon approval by the Board of Trustees, a contract, in a form approved by the State Superintendent of Public Instruction, will be sent or given to the applicant pursuant to the requirements set out in IC 33-513. The applicant must sign the contract and return it within ten days from the date the contract is delivered to them. If the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board in the designated period of time, the Board or designee may declare the position vacant. If the candidate is not approved, or if the person willfully refuses to acknowledge receipt of the contract or if the contract is not signed and returned to the Board, the Superintendent will remand the situation to the building administrator and screening committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to IC 33-1210(7) shall be subject to the same time limits and provisions for return of a signed contract when and if such contract shall be provided to them for signature.

Certification

To qualify for employment, each teacher, pupil service staff, or administrator must have, and maintain during the entire school year, a valid Idaho instructional, pupil service staff, administrator certificate, (as applicable,) on file in the District Office at the beginning of the school year. If at any time the certification lapses, is revoked, or suspended, the

certificated employee may be subjected to action declaring a contract violation and action will be taken to terminate the employment of the individual with the District.

Legal References

Description

IC § 33-1210

Information on Past Job Performance

IC § 33-130

Criminal History Checks for School District Employees or Applicants for Certificates

IC § 33-512

District Trustees - Governance of Schools

IC § 33-513

Professional Personnel

IC § 74-206

Executive Sessions – When Authorized

IC 33-145

Idaho Student Safety and Educator Disclosure Act

IC. § 65-501, et seq.

Rights and Privileges of Veterans

IDAPA 08.02.02.015.02

Standard Pupil Service Staff Certificate

IDAPA 21.01.06

Rules for the Enforcement of the Veteran's Preference in Public Employment

Policy History:

Adopted: