

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 staff personnel. The Superintendent may involve various administrative and teaching staff as may be needed in recruiting potential staff personnel. 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 exerted to maintain wide diversity in staff experience and educational preparation. However, the welfare of the children of the District will be a paramount consideration in the selection of teachers and administrators.

Guidelines

1. There will be no discrimination in the hiring process. See Policy 5120.
2. Candidates for teaching positions shall provide evidence of meeting State requirements for regular certification and 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 job performance or job related conduct, 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 and no one shall disclose such 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. In cases of absolute necessity, the Board may approve a request to the State Department of Education-Professional Standards Commission (SDE-PSC) for a proposed candidate to teach under an alternative authorization which is valid for one (1) year and pending approval from the SDE-PSC. If the SDE-PSC allows, it may be renewed pending satisfactory progress.
3. Applicants for high school and middle school positions should have a current Idaho teaching certificate and hold the appropriate endorsement major or its equivalent in the

specific teaching field(s). Elementary candidates should have a current Idaho teaching certificate and hold the appropriate endorsement in elementary education or in the special area of assignment(s). Applicants for specific teaching positions shall also meet the applicable State standards.

4. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified certificated professional employee in first, the school where the coaching vacancy exists, second to employees in the District. The Building Principal will ~~certify~~ 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 or that another individual may receive the position who is not an employee of the building in question.
5. 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.
6. As required in Idaho Code §§ 33-130 and 33-512(15), the District will conduct a criminal history check for applicable positions. See Policy 5110.
7. 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 finalized until the contract is approved by the Board and signed by both the Board Chairman and the applicant.

To assist administrators in compliance with the above policy for the hiring of professional staff, the following guidelines shall be utilized:

Notice of Vacancies

Vacancies will be posted after receiving written resignation from a contracted professional employee of the District, a termination or non-renewal has occurred, a release from contract has been granted, a new position is created within the District, or a vacancy has otherwise occurred. When that official resignation has been received or a position is otherwise available, the Superintendent or Human Resources will post notices via email and on the district website.

The Superintendent or Human Resources will post notice of any vacancy for ten (10) school days. Postings during the summer break may run for a shorter time period.

1. Upon the conclusion of the ten (10) school day period, the appropriate administrator will meet with the appropriate building or program administrator, and review all requests to apply for the open position. The building/program administrator will have the responsibility to interview all final applicants who meet the qualifications needed for the position, and may or may not make recommendation for such in-District applicants after

review. Any teacher requesting a transfer has an obligation to notify his/her building administrator.

2. If an applicant is recommended by the building principal, it will be submitted in writing to the Superintendent and Human Resources immediately following such determination. If such transfer would create a vacancy in another location, notice of that vacancy will be posted as specified above, with the exception that if the same grade level vacancy for the school has already been posted, the above building notice requirement will be waived and the existing applicant pool utilized.
3. An application or letter of interest will be maintained within the District file for a period of one year from the date of inquiry. It is the responsibility of any applicant who desires to be considered for positions within the District to reactivate his/her file annually.

Job Vacancy Notice

Any notice from Teton School District No. 401 will contain the following information:

1. Position available.
2. Requirements for completed application, including but not limited to, 1) completed District application form; 2) transcripts of all university or college credits; 3) placement center file; 4) personal resume; and 5) verification or eligibility of Idaho certification.
3. Timeline for receiving application.

Recruitment

The Superintendent may:

1. Authorize a representative of the District to contact selected universities, and schedule appointments to recruit candidates through personal interviews.
2. Contact additional universities or university placement centers beyond those specified above in order to broaden the number of possible candidates.

Application Procedures

It will be the responsibility of any applicant to provide the information listed under Job Vacancy Notice, item 2 above.

1. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
2. It will be the discretion of the Superintendent, the appropriate administrator, and the building principal to determine whether such deadlines should be extended to

accommodate individuals where placement center files, transcripts or other materials are not yet received by the District for consideration. Such time extension will be restricted to a reasonable time frame.

3. In addition to the certification information provided by the applicant, the District will also request from the Office of the Superintendent of Public Instruction verification of certification status, any past or pending violations of the professional code of ethics, any detail as to any prior or pending conditions placed upon a certificate holder's certificate, any prior or pending revocation, suspension, or the existence of any prior letters of reprimand and information relating to job performance.
4. Within three business days of receipt of the statement releasing information from prior school district employers, as required by Idaho Code § 33-1210, such statement shall be sent to the prior employers with a request for release of information and documentation to be provided as required by that section.
5. Because responses to such requests may take up to 20 days, or possibly more for out-of-state school district employers, information received pursuant to such request may be reviewed prior to or after interviews have been concluded, at the discretion of the District. Where possible, such information should be utilized as part of the screening process. However, due to considerations of time, such early review may not be possible, and such information received pursuant to this process may be reviewed or utilized up to any time prior to offering employment to an applicant.
6. Upon receipt of the completed applications, those applications will be kept electronically by Human Resources in a file for review and consideration.

Preliminary Screening

1. At either the time the job vacancy is published, or prior to the conclusion of the application period, the school administrator will provide notice to the appropriate administrator of the desired number of qualified individuals to be included in the "screening pool". The screening pool shall be defined as the number of individuals having completed applications that will be submitted to the building or program administrator for final screening.
2. Should the building or program administrator desire to have applicants prioritized, he/she shall make such known to the appropriate administrator who will provide the prioritized list of a number consistent with the pool.

Screening

The building or program administrator, upon receiving the written applications from the appropriate administrator will review those applications for the purpose of:

1. Determine those most suited to the position.

2. Make personal telephone contact with one or more references submitted by the applicant.
3. Invite the top candidates to be interviewed for the position.

Hiring

1. The building or program administrator will send communication to the Association President for an opportunity to provide representation on hiring committees.
2. The committee will establish the procedures at the building or program level for interviewing the successful applicants.
3. For those applicants who have no prior public school work experience or whose out-of-state former employers will not release documentation requested pursuant to Idaho Code § 33-1210, the committee or administrator may engage in whatever background checks it deems appropriate, but at a minimum shall verify all prior work experience and educational achievement listed by the applicant as the committee or administrator deems appropriate, preferably by contacting the prior employers and/or educational institutions listed by the applicant, and shall communicate with every person listed as a reference by the applicant.
4. Upon determining the qualified applicant, the building administrator will submit to the Superintendent and Human Resources, the written recommendation for the applicant to be offered a contract.

Acceptance Procedure

Once the Committee has selected by the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building/program administrator. If the Superintendent concurs with the recommendation, the Superintendent will:

1. Authorize a statement of intention to employ, pending Board approval, to be made to the candidate.
 - A. If, at the time the statement of intention to employ is made, the District has not yet received documentation requested pursuant to Idaho Code § 33-1210(3), the District may provisionally employ such applicant on a non-contracted basis for up to 30 days after receipt of the documentation. Within that thirty day time period, the Board may issue a written statement to the applicant identifying why a standard contract will not be issued and specifying which information justifies such decision. The Board may not identify any reason for non-issuance of a standard contract not based on the documentation received. If, within 30 days from the receipt of the information requested pursuant to Idaho Code § 33-1210(3) no contract is issued or the written statement of non-employment is not provided to the applicant, the employee will be deemed to be employed pursuant to a Category 1 contract. During this provisional employment, the applicant shall be provided

the same compensation and benefits as if the employee had been employed on a standard certificated contract.

If no documentation is received from out of state employers, the District may employ the applicant on a standard Category 1 contract without utilizing the provisional, non-contracted employment.

- B. Upon receiving verbal or written statement of intention to accept employment, pending Board approval, by the candidate, the Superintendent will prepare the necessary papers for recommendation to the Board of Trustees at the next regular or special Board meeting.
- C. Submit to the Board of Trustees such recommendation.

Board Action

The Board of Trustees of Teton School District No. 401 will:

1. Have placed before it all candidate names for the contract; and
2. Discuss hiring and in situations wherein the individual qualifications of the applicant are discussed go into executive session pursuant to law; and
3. Vote relating to approval or disapproval of the candidates. If members of the Board personally have knowledge not available to the building administrator and the committee the Board will not take action until all concerns have been reviewed by the building/program administrator.

Approval

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 Idaho Code § 33-513. The applicant must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board in the designated period of time, the Board may declare the position vacant. Should the candidate not be approved, or the person willfully refuse to acknowledge receipt of the contract or the contract is not signed and returned to the board the Superintendent will remand the situation to the building administrator and committee to provide the next applicant's name for consideration.

Any person on provisional employment pursuant to Idaho Code § 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 or administrator must have, and maintain during the entire school year, a valid Idaho teaching/administrative certificate on file in the District Office at the beginning of the school year. Salary will be withheld if the certificate is not on file by September 10 of the given year, unless other arrangements with the District Office have been previously made. If at any time the teacher/administrator's certification lapses, is revoked, or suspended, the certificated employee may be subjected to action declaring a contract violation and possible action to terminate the employment of the individual with the District.

Cross Reference:

5110	Fingerprinting and Criminal Background Investigations
5120	Equal Employment Opportunity and Non-Discrimination
5100F1-5100F3	Hiring Process and Criteria Forms
5740PA1 – 2	Reduction in Force Procedures and Forms
5100P	Veteran Preference

Legal Reference:

I.C. § 33-130	Criminal History Checks for School District Employees or Applicants for Certificates
I.C. § 33-512	Governance of Schools
I.C. § 33-513	Professional Personnel
I.C. § 33-1210	Information on Past Job Performance
I.C. § 65-501 et seq.	Rights and Privileges of Veterans
I.C. § 74-206	Executive Sessions—When Authorized
IDAPA 21.01.06	Rules for the Enforcement of the Veteran's Preference in Public Employment

Policy History:

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