

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 personnel as may be needed in recruiting staff personnel. All personnel selected for employment must be recommended by the Superintendent and approved by the Board. All certificated personnel selected for employment must also go through the screening process outlined in Idaho Code 33-1210.

To aid in obtaining quality staff members, the following factors will be considered: 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 students 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 pursuant to Board Policy 401.02 – Equal Employment Opportunity and Non-Discrimination.
2. Applicants for teaching positions shall provide evidence of meeting State requirements for regular certification and sign a statement authorizing current and past School District employers to release to the District all information relating to job performance or job related conduct. 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. Non-certificated applicants may be employed on a conditional basis pending receipt of information from current and past School District employers. 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.
3. Applicants for high school and middle school positions should have a major or its equivalent in the specific teaching field(s). Elementary applicants should have a major or its equivalent in elementary education or in the special area of assignment(s). Applicants for specific teaching positions shall also meet the State's highly qualified standards.
4. Applicants for all teaching positions should have a minimum over-all grade point average of 2.5 (A-4, B-3, C-2, D-1). All candidates should have a grade point average of 2.75 in their respective major teaching field(s).

5. When considering coaching assignments in secondary schools, preference for hiring will be given to a qualified teacher in the school where the coaching vacancy exists. The Building Principal will certify that all qualified applicants within the building have been given consideration.
6. As required by 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.
7. As required in Idaho Code 33-130, the District will conduct a criminal history check for applicable positions pursuant to Board Policy 401.14 – Criminal History Checks for Personnel.
8. 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.

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

NOTICE OF VACANCIES

1. Vacancies will be posted only after the Board has approved written resignation or retirement from a contracted professional employee of the District or if a new position is created within the District. The Superintendent or designee will post notices in all school buildings and the District Office. The District Office will also post notices of any vacancy in all out-of-district locations and resources as determined by the District.
2. The building/program administrator will have the responsibility to interview all applicants who meet the qualifications needed for the position, and may or may not make recommendations for in-District transfers after review.
3. If a transfer is recommended by the Building Principal, it will be submitted in writing to the Superintendent immediately following such determination. Since such transfer would automatically 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.
4. An application or letter of interest will be maintained within the District file for a period of one (1) 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 NOTICES

Any notice from St. Maries Joint School District No. 41 will contain the following information:

1. Position available and job description.
2. Requirements for completed application, as applicable for position, include but are not limited to: (A) Letter of Application; (B) completed District application form; (C) unofficial transcript(s) of all university or college credits; (D) placement center file or three current letters of recommendation; (E) personal resume; (F) verification or eligibility of Idaho certification; (G) Proof of Highly Qualified Teacher Status; (H) Pre-employment Drug Testing Consent; and (I) signed statement/release for current and past School District employees.
3. Timeline for receiving application.
4. Process notification of how applications will be handled.

APPLICATION PROCEDURES

1. It will be the responsibility of any applicant to provide the information listed in **JOB VACANCY NOTICES**, paragraph 2 above.
2. Such information must be received prior to the cutoff date for receiving applications as specified in the vacancy notice.
3. It will be the discretion of the Superintendent, the appropriate administrator, and the building administrator 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.
4. Upon receipt of the completed applications, those applications will be placed in a file for review and consideration at the District Office.

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

1. The building or program administrator may establish a committee to assist in the final screening process
2. The committee, upon receiving the written applications from the appropriate administrator will review those applications for the purpose to:
 - A. Determine those most suited to the position.
 - B. Make personal telephone contact with one or more references submitted by the applicant.
 - C. Contact individuals who might know the candidate, but were not listed as references, if needed.
 - D. Invite the top candidates to be interviewed for the position. All currently qualified St. Maries Joint School District No. 41 employees will be granted an interview.
3. The committee will establish the procedures at the building or program level for interviewing the successful applicants.
4. Upon determining the qualified applicant, the building administrator will submit to the Superintendent the written recommendation for the applicant to be offered a contract.

ACCEPTANCE PROCEDURE

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

1. Authorize a verbal offer of employment, pending Board approval, to be made to the candidate.
2. Upon receiving verbal acceptance 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.

3. Submit to the Board of Trustees such recommendation.

BOARD ACTION

The Board of Trustees of St. Maries Joint School District No. 41 will:

1. Have placed before it all final candidate names for the open positions; and
2. Approve candidates, unless they personally have knowledge not available to the building administrator and the screening committee. In that case, 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 candidate pursuant to the requirements set out in Idaho Code Section 33-513. The candidate must sign the contract and return it within ten (10) days from the date the contract is delivered to them. Should the candidate 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 screening committee to provide the next applicant's name for consideration.

CERTIFICATION

To qualify for employment, each teacher or administrator must have 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.

ST. MARIES JOINT SCHOOL DISTRICT NO. 41

AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST
EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE 33-1210

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer’s personnel file, investigative file or other files relating to the job performance of the Applicant; and
2. Releases the Applicant’s/undersigned’s current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employers (including all prior names used by Applicant)

NAMES AND ADDRESSES OF ALL PRIOR EMPLOYING SCHOOL DISTRICTS:

*Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

*A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

*An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

*By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

**ST. MARIES JOINT SCHOOL DISTRICT NO. 41
REQUEST TO EMPLOYER
IDAHO CODE 33-1210**

Idaho Code 33-1210 requires all Idaho School District employers to obtain past School District employer performance information regarding any individual they are considering for hire, with regard to any position at an Idaho Public School District. Specifically, the code section language states:

Before hiring an applicant, a School District shall request, in writing, electronic or otherwise, the Applicant's current or past employers, including out-of-state employers, to provide the information described in subsection (2)(a) of this section, if any.

The aforementioned subsection (2)(a) of the statute requires Applicants to sign a statement "authorizing the applicant's current and past employers [meaning school district employers], including employers outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job-related conduct, if any, of the applicant and making available to the hiring School District copies of all documents in the previous employer's personnel, investigative or other files relating to the job performance by the Applicant."

Enclosed please find a copy of the signed Authorization for Release of Information from _____, an Applicant for employment with the St. Maries Joint School District No. 41. This individual has identified your District as a prior employer. Accordingly, we are requesting that you please provide to the District a copy all information relating to this individual's performance as an employee with your District. In accordance with the terms of the statute in question, we request receipt of this information within twenty (20) business days after receipt of this request. This information may be sent either as written documentation or in electronic format. We would request that you advance this information to:

St. Maries Joint School District No. 41
240 S. 11th Street
P.O. Box 384
St. Maries, ID 83861
Telephone: 208-245-2579
FAX 208-245-3970

It should be noted that this statute provides that any School District or employee acting on behalf of the School District, who in good faith discloses information pursuant to this section either in writing, printed material, electronic material or orally is immune from civil liability for the disclosure. An employer is presumed to be acting in good faith at the time of the disclosure under this section unless the evidence establishes one (1) or more

of the following: (a) that the employer knew the information disclosed was false or misleading; (b) that the employer disclosed the information with reckless disregard for the truth; (c) that the disclosure was specifically prohibited by a state or federal statute.

Should you have any questions regarding this matter, please contact the St. Maries Joint School District No. 41 District Office at the above contact information.

**ST. MARIES JOINT SCHOOL DISTRICT NO. 41
REQUEST FOR VERIFICATION OF CERTIFICATE STATUS**

Director of Certification/Professional Standards
Idaho State Department of Education
650 W. State Street
P.O. Box 83720
Boise, ID 83720-0027

Pursuant to § 33-1210(5), Idaho Code, the District is seeking information regarding the following individual:

Name of Applicant _____
D.O.B.: _____

Specifically, pursuant to the above-referenced statute, the District is seeking the following information in order to address a hiring decision:

1. Certificate Status.
2. The existence of any past findings or complaints relating to violations of the Code of Ethics for Professional Educators.
3. The existence of any current complaints or investigations relating to alleged violations of the Code of Ethics for Professional Educators.
4. Any information relating to job performance as defined by the State Board of Education, pursuant to Subsection (11) of Idaho Code 33-1210, for any applicants for certificated employment.

The District would greatly appreciate it if this information could be advanced to the attention of _____ on or before the _____ day of _____ in order to allow a timely decision as to employment matters. This information may be mailed at the above address or sent via electronic format to: _____.

Sincerely,

St. Maries Joint School District No. 41

**ST. MARIES JOINT SCHOOL DISTRICT NO. 41
PROCEDURES FOR OBTAINING PERSONNEL RECORDS FOR APPLICANTS**

1. Before hiring an applicant for employment in a certificated or non-certificated position the District shall have the applicant sign the statement/release and provide a list of their previous school district employers (the list may be obtained via resume or application). The District will not hire an applicant who refuses or fails to sign the statement/release.
2. The signed statement/release will then be sent by the District to all of the applicant's current or past, in state or out of state, school district employers along with a request for information relating to job performance and/or job related conduct. Note – The District does not have to request the information for all applicants. The District only has to request the information for the top applicant(s) for the position.
3. The District may follow up with current or past school district employers if the information requested has not been received within thirty (30) days from the date the request was sent. The District may hire non-certificated applicants on a conditional basis pending receipt of the information requested. Applicants shall not be prevented from being hired if an out of state current or past school district employer refuses to comply with the request. The District will attempt to obtain a written refusal along with the reason for the refusal from the non-compliant out of state school district employer. The written refusal shall be kept as a part of the applicant's file.
4. The District shall also request State Department of Education verification of certification status as well as any past or pending violations of the Professional Code of Ethics and information related to the job performance of the applicants for any certificated position.
5. The District shall use information received from applicant's current or past employers only for the purposes of evaluating an applicant's qualifications for employment in the position for which the applicant has applied. No Board member or District employee shall disclose the information received to any person, other than the applicant, who is not directly involved in the process of evaluating the applicant's qualifications for employment.

Policy Cross Reference:

Board Policy 401.02	Recruitment
Board Policy 401.04	Assignment and Transfer
Board Policy 401.14	Criminal History Checks for Personnel
Board Policy 1104.01	Pre-Employment Drug Testing

Legal Reference:

Idaho Code §33-130	Criminal History Checks for School District Employees or Applicants for Certificates
Idaho Code §33-512	Governance of Schools
Idaho Code §33-513	Professional Personnel
Idaho Code §33-1210	Information on Past Job Performance

Idaho Code §65-505 Officials to Observe Preference
Idaho Code §67-2345(a) Executive Sessions

Policy History:

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