

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 and be approved for hire by the Building Principal in the building to which they will be assigned.

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 children of the District will be a paramount consideration in the selection of teachers and administrators.

This policy shall be made available to any District employee or person seeking employment with the District.

Guidelines

1. There will be no discrimination in the hiring process (refer to Policy 500.10 Personnel Conduct).
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 must have proper endorsements for teaching positions and meet the State's highly qualified standards. 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).
4. 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. 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. Necessary documentation must be submitted in accordance with Policy #510 Personnel Veteran's Preference.
6. As required in Idaho Code 33-130, the District will conduct a criminal history check for all positions.
7. Each newly hired employee must complete an Immigration and Naturalization Service form or I-9, as required by federal law and provide necessary documentation.

The employment of any certified staff member is not official until the contract is approved by the Building Principal, 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

1. Vacancies will be posted only after the District receives written resignation from a contracted professional employee of the District, or termination or non-renewal has occurred, a release from contract has been granted, or if a new position is created within the District. When that official resignation has been received, or a position is otherwise available the Superintendent will post notices online on the official District website.
2. The Superintendent's Office will post notice of any vacancy within the District on the District website online at www.minidokaschools.org. Such notice shall be posted for a minimum of four (4) business days.
3. Upon the conclusion of the posting period, 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 recommendation for internal (In District) transfer after such review.
4. If a transfer or applicant is recommended and approved 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.
5. An application or letter of interest will be maintained on file for a period of three years from the date of inquiry. It is the responsibility of any applicant who desires to be considered for a subsequent position within the District to reactivate his/her file for that position.
6. The Superintendent may deviate from the processes outlined in sections 1 (one) through 5 (five) above if he/she determines that such deviation is in the best interest of the District.

Notices to Include

Any notice from Minidoka County Joint School District # 331 will contain the following information:

1. Position available and job description.
2. Requirements for completed application, as applicable for position, including but are not limited to the following: 1) completed District application form (online); 2) official transcript of all university or college credits; 3) placement center file; 4) personal resume; 5) verification or eligibility of Idaho certification; and 6) signed statement/release for current and past school district employers.
3. Timeline for receiving applications.
4. Process notification of how applications will be handled.
5. Application Procedures: It will be the responsibility of any applicant to provide the information listed in item 2 (two) above.

Application Procedures

It will be the responsibility of any applicant to provide the information listed #5 (five) above. All employment applications are to be received only via the on-line HR program at www.minidokaschools.org.

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 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.
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 I. C. 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 placed in a file for review and consideration at the District Office.

Screening

1. The building or program supervisor may establish a committee to assist in the screening process.
2. The building principal or program supervisor and screening committee, upon receiving the written applications from the HR/Personnel Specialist, 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 applicant, but were not listed as references, if needed.
 - d. Invite the top applicants to be interviewed for the position.
3. The building principal or program supervisor and screening committee will establish the procedures at the building or program level for interviewing the successful applicants.
4. 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 I.C. § 33-1210, the screening 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 attempt to contact every person listed as a reference by the applicant.
5. Upon determining the qualified applicant, the building administrator will submit to the Superintendent, the written recommendation for the applicant to be named as a candidate and offered employment.

Acceptance Procedure

Once the Committee has selected the final candidate, the name will be provided to the Superintendent who will review the applicant's credentials with the building principal or program supervisor. If the Superintendent and building principal or program supervisor concur with the recommendation, the Superintendent will:

1. Authorize a verbal offer of employment, 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 I.C. 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 I.C. 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.

- b. 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.
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.

Board Action

The Board of Trustees of the Minidoka County Joint School District # 331 will:

1. Have placed before it all candidate names for the position; 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 screening 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 I.C. 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 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. 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.

Legal Reference: I.C. § 33-130

**I.C. § 33-512
I.C. § 33-513
I.C. § 33-1210
I.C. § 59-1302
I.C. § 65-501 et seq.
I.C. § 74-206**

**Criminal History Checks for School District
Employees or Applicants for Certificates
Governance of Schools
Professional Personnel
Information on Past Job Performance
Definitions
Rights and Privileges of Veterans
Executive Sessions—When Authorized**

ADOPTED: August 15, 2011

AMENDED/REVISED: December 16, 2019; July 18, 2022