

1 Recruitment and Retention

2
3 It is the policy of the District to utilize all resources available to meet the District's objective of
4 recruiting and retaining high quality staff focused on the individual success of each student. To
5 meet this objective, the District will utilize the flexible instructor licensure opportunities
6 available to the District.

7
8 Flexible Instructor Licensing

9
10 It is the policy of the District to increase the flexibility and efficiency of the District's resources
11 by utilizing the provision of law allowing flexibility in licensure of instructors and as a means of
12 addressing recruitment and retention of staff. Flexibilities in the following areas are available for
13 the District's enhancement of its programs and services with a focus on individual student
14 success:.

- 15 • Internships
 - 16 ○ Available to anyone with a current license and endorsement in one subject who
 - 17 wants to move to a new licensed role/endorsed area.
 - 18 ○ Requirements must be satisfied within 3 years
 - 19 ○ Must include a plan between the intern, the school district and an accredited
 - 20 preparation program
- 21 • Provisionally Certified
 - 22 ○ May be issued to an otherwise qualified applicant who can provide satisfactory
 - 23 evidence of:
 - 24 ■ The intent to qualify in the future for a class 1 or class 2 certificate and
 - 25 ■ Who has completed a 4-year college program or its equivalent, and
 - 26 ■ Holds a bachelor's degree from a unit of the Montana university system or
 - 27 its equivalent.
- 28 • Substitutes
 - 29 ○ Must have a GED or high school diploma
 - 30 ○ Will have completed 3 hours of training by the district
 - 31 ○ Will have submitted a fingerprint background check
 - 32 (All requirements can be waived by the district if the substitute has prior
 - 33 substitute teaching experience in another Montana public school from November
 - 34 2002 and
 - 35 earlier)
 - 36 ○ May not substitute more than 35 consecutive days for the same teacher, however
 - 37 the same substitute can be used for successive absences of different staff as long
 - 38 as each regular teacher for whom the substitute is covering is back by 35
 - 39 consecutive teaching days
- 40 • Retired Educators
 - 41 ○ School district must certify to OPI and TRS that the district has been unable to fill
 - 42 the position due to no qualified applications or no acceptance of offer by a non-
 - 43 retired teacher

- 1 ○ Limited to employment in a second or third class elementary district or a second
- 2 or third class high school district
- 3 ○ Retired teacher must have 27 years of experience in TRS
- 4 ○ There is a 3-year lifetime limit on the retired individual going to work under this
- 5 provision
- 6
- 7 ● Class 3 Administrative License
- 8 ○ Valid for a period of 5 years
- 9 ○ Appropriate administrative areas include: elementary principal, secondary
- 10 principal, K-12 principal, K-12 superintendent, and supervisor.
- 11 ○ Must be eligible for an appropriately endorsed Class 1,2 or 5 license to teach in
- 12 the school(s) in which the applicant would be an administrator or would
- 13 supervise, and qualify as set forth in ARM 10.57414 through 10.57.418
- 14 ○ An applicant for a Class 3 administrative license who completed an educator
- 15 preparation program which does not meet the definition in ARM 10.57.102(2),
- 16 who is currently licensed in another state at the same level of licensure, may be
- 17 considered for licensure with verification of five years of successful
- 18 administrative experience as defined in ARM 10.57.102 as documented by a
- 19 recommendation from a state accredited P-12 school employer on a form
- 20 prescribed by the Superintendent of Public Instruction and approved by the Board
- 21 of Public Education. The requirements of ARM 10.57.414(1)(c)(i-iii) must be
- 22 met by an applicant seeking a superintendent endorsement.
- 23
- 24 ● Class 4 for CTE
- 25 ○ Valid for a period of 5 years
- 26 ○ Renewable pursuant to the requirements of 10.57.215, ARM and the requirements
- 27 specific to each type of Class 4 license.
- 28 ○ 4A – for licensed teachers without a CTE endorsement
- 29 ○ 4B – for individuals with at least a bachelor’s degree
- 30 ○ 4C – for individuals with a minimum of a high school diploma or GED
- 31 ● Class 5 alternatives
- 32 ○ Good for a maximum of 3 years
- 33 ○ Requirements dependent upon the alternative the district is seeking
- 34 ● Emergency authorization of employment
- 35 ○ Individual must have previously held a valid teacher or specialist certificate or
- 36 have met requirements of rule 10.57.107, ARM
- 37 ○ Emergency authorization is valid for one year, but can be renewed from year to
- 38 year provided conditions of scarcity continue to persist
- 39

40 Loan Repayment Program

41

42 The District will assist any quality educator who meets the qualifications for the state’s

43 loan repayment program. Loan repayment assistance may be provided on behalf of a

44 quality educator who: (1) is employed newly hired in an identified impacted school

1 described in a critical quality educator shortage area as defined in 10-4-502; and (2) has
2 an educational loan that is not in default and that has a minimum unpaid current balance
3 of at least \$1,000 at the time of application.
4

5 A quality educator is eligible for state-funded loan repayment assistance for no more than
6 3 years and an additional 1 year of oan repayment assistance voluntarily funded by the
7 impacted school or the district under which the impacted school is operated, with the
8 maximum annual loan repayment assistance not to exceed:

- 9 • \$3,000 of state-funded loan repayment assistance after the first complete year of
10 teaching in an impacted school;
- 11 • \$4,000 of state-funded loan repayment assistance after the second complete year
12 of teaching in the same impacted school or another impacted within the same
13 school district;
- 14 • \$5,000 of state-funded loan repayment assistance after the third complete year of
15 teaching in the same impacted school or another impacted school within the same
16 school district; and
- 17 • Up to \$5,000 of loan repayment assistance funded by the impacted school or the
18 district under which the impacted school is operated after the fourth complete year
19 of teaching in the same impacted school or another impacted school within the
20 same school district.

21		
22	Legal References:	10.55.716, ARM Substitute Teachers
23		10.55.607, ARM Internships
24		10.27.102, ARM Definitions
25		10.57.107, ARM Emergency Authorization of Employment
26		10.57.215, ARM Renewal Requirements
27		10.57.414, ARM Class 3 Administrative License – Superintendent
28		Endorsement
29		10.57.420, ARM Class 4 Career and Technical Education License
30		10.57.424, ARM Class 5 Provisional License
31		19-20-732, MCA Reemployment of certain retired teachers,
32		specialists and administrators – procedure –
33		definitions
34		20-4-501-20-4-505 Loan Repayment Assistance for Quality Educator
35		

36 Policy History:

37 Adopted on: March 2018

38 Revised on: March 2020

39

40 *Revision Note:*