



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

406 Hiring and Employment Policy

Number: 406
Approved: 06/27/2019
Updated: 01/12/2026

1. Purpose

The purpose of this policy is to establish consistent, equitable, and legally compliant procedures for the recruitment, selection, and hiring of employees of Three Rivers Montessori Public Charter School (“the School”), in accordance with Minnesota law governing public charter schools and authorizer expectations.

2. General Statement of Policy

The School recognizes that the quality of its educational program is directly related to the quality of its employees. The School is committed to attracting, employing, and retaining qualified individuals who support the School’s mission, Montessori philosophy, educational program, and commitment to student success.

All employment practices shall be conducted in compliance with applicable federal and Minnesota laws and shall support the implementation of the School’s charter contract as approved by its authorizer, Osprey Wilds Environmental Learning Center. In addition to required qualifications and licensure, the School seeks candidates who demonstrate alignment with the School’s mission, values, and educational approach. Hiring decisions consider a candidate’s ability to contribute positively to school culture, collaborate effectively, and support student-centered learning.

3. Equal Employment Opportunity

Three Rivers Montessori Public Charter School is an equal opportunity employer. The School shall not discriminate in employment practices based on race, color, creed, religion, national origin, sex, marital status, disability, age, sexual orientation, gender identity, or any other protected class under applicable law.

All job postings shall include an equal opportunity employer statement.

4. Governance and Administrative Authority

- a. The Board of Directors retains authority for approval of all regular full-time and part-time employees, consistent with Minnesota Statute §124E, the School's bylaws, and the charter contract.
- b. The Executive Director is responsible for the day-to-day administration of hiring practices, including recruitment, screening, interviewing, background checks, licensure verification, and making employment recommendations to the Board.

This delineation of authority supports effective governance, transparency, and compliance with authorizer expectations.

5. Job Posting and Recruitment

- a. Employment inquiries shall be managed by the Executive Director or designee.
- b. All new or replacement positions must receive prior approval from the Three Rivers Montessori Board of Directors before being posted.
- c. Job postings shall be posted publicly for a minimum of five (5) calendar days, unless otherwise required by law or applicable labor agreements.
- d. Position vacancies may be advertised through appropriate recruitment channels, including but not limited to:
- e. Employment applications and hiring records shall be retained in accordance with Minnesota records retention requirements.
 1. The School's website
 2. Employment agencies
 3. Colleges and universities
 4. Professional organizations
 5. Online job boards
 6. Job fairs

The scope of recruitment shall be determined based on the position and anticipated applicant pool

6. Interviewing and Hiring Process

- a. The Executive Director, in consultation with supervisors and/or the Board as appropriate, shall determine the qualifications required for each position, including licensure, education, experience, and job-related competencies.

- b. Applications shall be reviewed in a manner consistent with applicable law and School policy.
- c. The Executive Director shall coordinate candidate screening and interviews. Interview teams may include administrators, Board members, staff, parents, students, or community members, as appropriate. Interview teams serve in an advisory capacity only.
- d. The School shall comply with the Veterans' Preference Act (Minn. Stat. §§ 181.55–181.59) when applicable.
- e. Reference checks and employment verification shall be completed for finalists prior to any offer of employment.
- f. The Executive Director shall recommend a candidate for employment to the Board of Directors. The Board shall approve all regular full-time and part-time employees.
- g. All offers of employment are contingent upon:
 - 1. Successful completion of a criminal history background check in accordance with Minn. Stat. §123B.03
 - 2. Verification of required licensure and credentials
 - 3. Completion of required employment documentation
- h. The Executive Director or designee shall coordinate final employment terms, including salary placement, benefits, start date, and employment agreements, where applicable.
- i. Interviewed candidates who are not selected shall be notified once the position has been filled.

7. New Employee Processing and Orientation

- a. Administrative staff shall notify the business office of all new hires and employment status.
- b. New employees shall complete required employment documentation and receive orientation, onboarding, and training consistent with School practices.
- c. The School is committed to supporting new employees through training, mentorship, and ongoing professional development during their early years of employment.

8. Substitute Employees

- a. Substitute employees serve on a short-term or as-needed basis and are approved by administration.
- b. Substitute employees must meet applicable licensure requirements and complete the required application and background check process.
- c. The School shall maintain a current substitute pool and reserves the right to determine substitute selection and assignment procedures.

9. Seasonal and Casual Employees

- a. Seasonal Employees
Seasonal employees are employed for limited durations as defined by Minnesota law and may include enrichment instructors or coaches.
- b. Casual Employees
Casual employees are part-time employees who do not exceed statutory hour thresholds and may include enrichment instructors or coaches.
- c. All seasonal and casual employees must:
 1. Meet applicable licensure or credential requirements
 2. Complete required application and background check processes
 3. Be approved by administration and, when applicable, the Board

10. Compliance, Documentation, and Authorizer Review

The School shall maintain complete and accurate employment records, including:

- a. Employment applications and resumes
- b. Background check confirmations
- c. Licensure verification
- d. Board approval records
- e. Employment contracts and agreements

These records shall be retained in accordance with Minnesota law and made available for review by Osprey Wilds Environmental Learning Center as part of ongoing authorizer oversight, annual reporting, or compliance monitoring.

11. Terms and Conditions of Employment

- a. Employment terms and conditions are governed by applicable collective bargaining agreements, employment contracts, and School policies.
- b. In accordance with the Public Employment Labor Relations Act (Minn. Stat. §179A), applicable agreements and policies shall be maintained and made available as required by law.

This policy is adopted pursuant to, and shall be interpreted consistent with, including but not limited to:

- Minn. Stat. § 124E – Minnesota Charter School Law
- Minn. Stat. § 123B.03 – School Board Powers
- Minn. Stat. §§ 181.55–181.59 – Veterans’ Preference Act
- Minn. Stat. § 122A – Teacher Licensure
- Minn. Stat. § 123B.03, subd. 3 – Criminal Background Checks
- Minn. Stat. § 179A – Public Employment Labor Relations Act (PELRA)
- Minn. Stat. § 363A – Minnesota Human Rights Act