

EMPLOYMENT PROCEDURES AND CONTRACTUAL STIPULATIONS FOR LICENSED PERSONNEL	Descriptor Code: GBC	Adopted Date: July, 2008
	Reviewed Date:	Revised Date:

It is the responsibility of the Superintendent and his administrative assistants to select school personnel who will improve the overall quality of the system. A vacancy shall be filled by the most qualified person available. Before any new position is established, the Superintendent shall present for the Board's approval, a job description for the position which specifies the qualifications and performance responsibilities. There shall be no discrimination or preferential treatment with regard to race, national origin, sex, religion, marital status, and/or present or former employment by the district.

APPLICATION PROCEDURES

1. Applications for teaching/administrative positions may be obtained at any administrative office and shall be filed with the office of Personnel.
2. Interviews are scheduled by appointment.
3. No person shall be hired without a personal interview.
4. An applicant should attach a copy of his/her college transcript and NTE or Praxis to the application.
5. The Superintendent shall recommend desired applicants to the Board of Education.

CERTIFICATION REQUIREMENTS

1. The minimum standards shall be those required by the Mississippi Certification Commission and the Mississippi Accrediting Commission.
2. Candidates for teaching positions shall possess teaching certificates valid for the areas in which they are applying.

EMPLOYMENT PROCEDURES

1. Prior to employment, the principal/county personnel director shall check references by letter. If time does not permit a letter, the investigator is to check by telephone and provide documentation.
2. When a teacher is selected, the principal shall explain to him/her that the position is temporary and contingent upon both the approval of the Board of Education and proper certification in the assigned area.

3. In the placement of personnel, no immediate family members shall be placed on the same school campus that would result in one family member supervising and/or recommending another family member. The Board reserves the right to make exceptions to this policy if it is in the best interest of the school district.

Ref: School Board Policy 7/76
Code of Mississippi 1972, § 37-19-5 (3)
Section 86.51, Title IX Regulations
School Board Minutes, 9-15-75