

Descriptor Term: EMPLOYMENT PROCEDURES Certified Personnel

Descriptor Code: GBD

Rescinds: GBD

Board Approved: 6/7/2021

Previously Approved: 11/16/2015

- I. When a vacancy occurs:
 - A. The Superintendent will announce the vacancy on the District web site.
 - B. Employment applications will be received electronically and processed in the District administration office.
 - C. The principals and supervisors will review the applications received to identify qualified applicants.
 - D. Employment is contingent upon a negative drug test as outlined in Policy GAKB and acceptable background data as a result of fingerprinting and Child Abuse Registry as outlined in Policy GAKA.

- II. The principals and supervisors will give special attention to:
 - A. Applicants' skills in relationship to job requirements
 - B. Applicants' past work experiences
 - C. Grades on transcripts (if available)
 - D. NTE scores or PRAXIS I, II scores and CMEE scores (See GBBA-R for qualifying scores) (if available)
 - E. Grade point averages
 - F. References
 1. A minimum of two references must be on file. One of the two must be from the immediate past supervisor of the applicant.
 2. Direct contract with former employer is required if applicant was discharged or asked to resign.
 3. Verification of instructional practices
 - G. Applicants currently under employment with another school system will not be considered for employment during the school year.
 - H. Knowledge, understanding and support of the District's strategic plan

- III. All candidates shall be considered on the needs of the District and on the basis of their merits and qualifications.

The Gulfport School District does not discriminate on the basis of sex, race, religion disability, national origin, or veteran status.

- IV. The Principal or supervisor will initiate the interview process by contacting the applicants considered the best qualified for the vacancy to be filled.

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- V. In the event that the applicant will have work assignments in more than one school within the District, the Principal and Supervisors involved will confer prior to final recommendations.
- VI. The name, application, and recommendation of the preferred applicant to be considered for employment will be sent to the personnel office for processing for employment.
- VII. The selected applicant will be directed for drug screening and fingerprinting.
- VIII. The Superintendent may recommend the applicant to the Board of Trustees or ask the Principal or principal and supervisor for another applicant from the list of preferred applicants.