

Descriptor Term: EMPLOYMENT REQUIREMENTS CERTIFIED NON-ADMINISTRATIVE PERSONNEL

Descriptor Code: GBBA-R

Replaces: GBBA-R

Board Approved: 6/7/2021

Previously Approved: 11/16/2015

Requirements for Appointment

- A. All staff will be properly certified in the area(s) in which they are serving.
1. All teachers will be properly endorsed for teaching assignments.
 2. Professionals in areas other than education must have the professional credentials issued by their respective professional area (nurse, psychologist, social worker, etc.)
 3. In the event a properly qualified and certified teacher is not available, a One Year Educator License may be requested by the local school district. If a One Year Educator License is requested for an individual who presently holds a standard license, the District submits a "Local District Request Packet." Individuals who do not hold a standard license must also provide the local district with supplemental documentation in support of the one year licensure request as outlined in the "Local District Request Packet" (i.e., application, transcript(s), test scores, etc.). the Superintendent may recommend for appointment on an emergency basis, a teacher holding a sub-standard certificate, or holding no certificate but having other qualifications for the position, with the understanding that the teacher will meet standard requirements at the earliest possible date. In such event, the Superintendent would petition the Board of Trustees to request the State Board of Education to sanction and issue emergency certification for said teacher.
 4. An expert citizen educator license may only be requested by the local school district. The Mississippi Department of Education may grant a one-year Expert Citizen Educator License to local business or other professional personnel in order to allow a school district to offer specialized or technical courses.
- B. Approval of Contracts
- On or before March 1 of each year, the Principal of each school will recommend to the Superintendent, the staff to be employed for the school. If such recommendation meets with the approval of the Superintendent, he/she will recommend the employment of such staff to the Board and, unless good reasons to the contrary exist, the Board of Trustees will elect the staff teacher so recommended. If, for any reason, the Board of Trustees declines to elect an employee so recommended, additional recommendations for the places to be filled will be made by the Principal to the Superintendent and then by the Superintendent to the Board as provided above. When staff have been elected as provided in this

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section, the Superintendent of the District, on behalf of the Board, will enter into a contract with such staff in the manner provided by law. Legal Reference: Mississippi Code 1972, §37-9-23

New staff being recommended for employment are not legally employed until they have been approved by the Board of Trustees. To protect both the prospective employees and the Board, the Superintendent will provide the Board with basic information on each candidate being recommended for a specific assignment at the earliest possible opportunity after the signing of a Mississippi Department of Education approved contingency contract. After receipt by District staff, the Superintendent, on behalf of the Board, will enter into a Mississippi Department of Education approved contingency contract with such personnel in the manner provided by law. In the event of default for any of the required items which may be appropriate, the contract will become null and void, the conditional employee will be paid for any days worked at the rate of pay of a special substitute, and the conditional employee will be replaced at the earliest opportunity by a properly qualified applicant who has been approved by the Board through the procedures herein described.

C. Eligibility

To be eligible for appointment a candidate for a teaching position must furnish the following credentials:

1. An application properly completed and filed
2. A valid teaching certificate for the State of Mississippi.

Meet the following Gulfport School District requirements:

1. Drug Screening
2. Initial FBI fingerprinting
3. E-Verify process

If the candidate does not have a valid teaching certificate he/she must sign a Mississippi Department of Education approved contingency contract.

Alternate Eligibility:

Any experienced teacher who holds a currently valid Mississippi teaching certificate but who has never taken the NTE because the NTE was not required by the state at the time of initial certification, may be hired by the Board of Trustees subject to verification of successful teaching experience and the recommendation of the Superintendent, which recommendation shall be based on convincing third-party data that the applicant is well qualified for the intended job assignment.

Teacher applicants who are otherwise qualified but lack a standard certificate for their prospective assignment may be hired by the Board subject to state provisions for *non-*

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traditional teaching route or expert citizen when recommended for such an alternative by the Superintendent.

Legal Reference: Mississippi Code 1972, §37-3-2 [6(b.c)]

D. Years Experience

The number of days will not exceed forty-five (45) consecutive school days during which a teacher may not be under contract of employment during any school year and still be considered to have been in full-time employment for a regular scholastic term.

Legal Reference: Mississippi Code 1972, §37-19-1 [k]

Actual number of years of experience may be awarded for full-time teaching in any of the following positions:

1. Kindergarten - Public or Private
2. Business College
3. Junior College - Public or Private
4. Senior College - Public or Private
5. Overseas Schools
6. Foreign Country Schools - Public or Private
7. Public Education Service, Federal or State Government

E. Determining Qualifications, Recommending Protocol:

Applicants bear a responsibility to document their claims to being qualified for the positions for which they seek to be employed. The employing principal or other supervisor has the initial responsibility, with the assistance of the Assistant Superintendent in charge of personnel, to ascertain accuracy, validity, other qualities of each applicant's claim of being qualified. The Superintendent has a final obligation to assure the Board that each recommended applicant is satisfactorily and appropriately qualified to accomplish the job assignment for which he/she is being recommended. The Board expects all hiring agents in this sequence not to depend on written forms alone, but to use the telephone as well as direct personal contact to gather appropriate information about the applicant from former employers and other listed references. Contact with parties not listed as references but who also are able to report on the performance capabilities and other pertinent employment considerations about the applicant is also recommended.

The District will bear the responsibility of recruitment of all personnel to be recommended for employment, which responsibility may be shared with principals and other supervisors within prescribed limits as determined by the Superintendent and the Assistant Superintendent in charge of personnel. The Assistant Superintendent in charge of personnel will receive and maintain in appropriate files all (electronic or paper) applications for employment, will cause to occur appropriate screening of applications on file in order to assist principals and other supervisors to interview only the best qualified

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applicants. These applicants may be a combination of paper and/or electronic documents. Principals and appropriate other supervisors will recommend personnel who model and reflect the skills, attitudes and behaviors necessary to achieve our strategic results to the Superintendent who, if he/she approves, will then recommend the applicants to the Board for a final disposition regarding employment in the District.