

Descriptor Term:

GBA

**PROFESSIONAL PERSONNEL
QUALIFICATIONS AND DUTIES**

ISSUE DATE: **5-20-02**
Revised: 6-9-14

All instructional personnel or any personnel with a salary based on the teacher or administrative pay scale shall be licensed in accordance with state law and regulation of the Mississippi Department of Education. Such licensure and/or transcript of credits from an accredited institution shall be on file in the office of the Human Resources Department prior to the issuance of the first salary check. Exception: Employee may receive pay under a qualified contingency contract pending certification and/or verification of experience.

QUALIFICATIONS AND DUTIES:

All professional staff employed in the school district are properly licensed and endorsed with the following exceptions:

1. The professional staff in each school is comprised of no more than 5% of individuals who are working outside the area or areas of endorsement.
2. The teaching staff in each school is comprised of no more than 5% of non-licensed teaching personnel who teach for no more than three periods a day and who have been approved by the Office of Educator Licensure.

An appropriate license is required of the Superintendent, principals, librarians, and high school guidance counselors.

Secondary teachers endorsed in an academic subject area may teach in their academic subject area in departmentalized elementary grades 5 and 6.

Assistant principals who are not properly endorsed may be included in the 5% working outside their area of endorsement, provided they do not act in the place of the principal.

Individuals holding Expert Citizen license are appropriately endorsed and are not included in the 5% limit.

The school district employs a school business officer/administrator whose qualifications meet criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district.

A district staff member other than the Superintendent is designated to supervise and evaluate all components of the transportation program.

Any salary adjustments based on obtaining a higher degree must be from an accredited institution. Official transcripts verifying accreditation and degree conferred will be required prior to a pay upgrade.

Legal Ref: Mississippi Public School Accreditation Standards
MS Code 37-3-2(6) (e-f)
State Board of Education Policy GBBA
Payroll Procedures Policy DJC