

## **RECRUITMENT AND HIRING OF PERSONNEL**

### **SECTION I: ALL PERSONNEL**

The Board of Trustees of the Jackson Public School District is an equal opportunity employer. The Board shall not discriminate against any individual in the district's employment practices concerning compensation, terms, conditions, or privileges of employment, because of race, sex, sexual orientation, gender expression or identity, color, age, creed, national origin, religion, marital status, genetic information, disability, or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity. Under the Americans with Disabilities Act, a person with a disability is anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities such as walking, seeing, speaking, sitting, thinking, breathing, learning, interacting with others, working, reading, standing, lifting, bending, concentrating, manual tasks, and caring for one's self;
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

The Board shall continue to make opportunities for employment and promotion available to every individual, solely based on qualifications and without regard to race, sex, sexual orientation, gender expression or identity, color, age, creed, national origin, religion, disability, or marital status.

This Board shall select all school district personnel in the manner provided by law and provide for such employee fringe benefit programs including accident reimbursement plans, as may be deemed necessary and appropriate by the Board.

Candidates for all positions shall submit an online application to the Jackson Public School District through the APPLY NOW ONLINE website, [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us). Recruitment for a specific vacancy shall not be undertaken until the need for the position and its qualifications have been established and proper authorization obtained.

Vacancy information will be posted in all district facilities and will be available in the Office of Human Resources. Where feasible, vacancies will be posted on the Internet.

All applications of candidates who have submitted a letter of interest by the announced deadline will be reviewed. It shall be the policy of the Jackson Public School District to actively recruit and select for employment the best-qualified applicant for each position without regard to race, sex, color, creed, national origin, age, or religion.

All successful candidates must undergo a background investigation for criminal history. The school district reserves the right to refuse to hire any candidate or to dismiss any employee who has a criminal history, refuses to consent to a criminal background check, misrepresents material information, or who omits information on the employment application form. Successful candidates for safety-sensitive positions will also be required to undergo drug screening before hire. The background procedure is described in greater detail in Section II.

All personnel selected for employment must be recommended by the superintendent and approved by the Board of trustees of the Jackson Public School District.

The superintendent shall have the authority to fulfill vacancies by temporarily employing licensed and non-licensed employees without the Board of Trustees' prior approval. The superintendent must notify the Board of such employment. Within thirty (30) days of such emplo

not been granted, the new hire shall not be eligible to be employed in the district. Any employment contract or notification letter for a new hire executed by the superintendent of the Jackson Public School District shall be voidable if the new hire receives a disqualifying criminal record check.

The Board of Trustees or its designee may, in its discretion, allow any applicant aggrieved by the

July 27, 2009  
December 20, 2016  
October 15, 2019  
August 3, 2021

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