

# WELCOME TO GRENADA SCHOOL DISTRICT HUMAN RESOURCES

## ***MISSION STATEMENT***

*The Grenada School District has as its mission the education of each student to his/her maximum potential. We believe that all children can learn and deem it essential to provide each child with learning experiences that will enable him/her to become a productive member of society. Realizing that students in our district exhibit a wide range of needs, interests, capabilities, and backgrounds, the educational program is comprehensive enough to meet the needs of each student. The district's curriculum structure has standardized the content by identifying "core skills", both local and state, which represent an appropriate curriculum for all students.*

*In order to accomplish our mission, the district is committed to the five correlates, which are characteristic of an effective school (1) A clear school mission (2) Strong instructional leadership (3) A safe and orderly climate (4) High expectations (5) A system to measure achievement.*

*This document is written commitment of the Grenada School District's mission to the education of its students.*

**Grenada School District does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. Dr. David Daigneault, Superintendent, P.O. Box 1940, Grenada, Mississippi 38902-1940, (662)226-1606, has been designated to handle inquires and complaints regarding the non-discrimination policies of the Grenada School District. The Grenada School District is an equal employment employer.**

**CERTIFIED APPLICATION** - Administrators, Teachers, Coaches, etc.

**NON-CERTIFIED APPLICATION** – Assistant Teachers, Clerical, Maintenance, Cafeteria employees, Janitorial Employees, etc.

The application process is online at:

[https://ats4.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00016238](https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=00016238)

You may also apply using the computer located at the:

***Grenada School District Personnel Office, 253 South Main Street, Grenada Mississippi.***

Incomplete applications will not be considered.

Original applications remain in the **Active File** for a period of one year from the date of the application. At the conclusion of that time, if applicant has not been contacted for employment from the Grenada School District and still wishes to be considered for employment, it will be necessary to reapply online.

#### SUBSTITUTE TEACHERS

Substitute teachers are needed at all Grenada School District locations. All applicants must have a high school diploma or G.E.D. These positions may be for one day or an extended substitute situation involving maternity leave, etc.

Applicants will be called for substituting when it is necessary for a substitute and when your application is considered. Completing an application does not necessarily mean that you will be notified for employment.

All applicants considered for employment will be fingerprinted for an extensive background check.

#### BUS DRIVERS

Bus drivers are needed for routes in the Grenada School District. Full Time bus drivers are eligible for state funded health insurance.

All applicants considered for employment will be fingerprinted for an extensive background check.

Once the appropriate application has been completed and filed with the Personnel Office:

#### The Next Steps-----

When a vacancy occurs in any position in the Grenada School District, the Supervisor or Principal will review the "active file" for applications in the Personnel Office. Applicant Interviews will be setup and the Supervisor or Principal shall determine the best qualified applicant to recommend for the position.

Before a qualified applicant will be considered a Grenada School District employee, the following items shall be on file in the Human Resource Department:

- Complete application
- Two proofs of identification (License, Social Security Card, other documentation)
- Transcript/Diploma/Work Keys (if applicable)
- Written Verification of Experience (if applicable)
- Employment Eligibility Verification (I-9 Form)
- Tax forms – State and Federal
- Health Insurance Application
- Retirement Enrollment Form & Beneficiary Nomination Form
- Life Insurance
- Background Check Verification (Child Abuse Registry)

**Senate Bill 2658** requires all new hire licensed and non-licensed employees to have a criminal background record check. The Grenada School District will perform the background check with the use of an electronic system.

Upon notification of initial employment, employees will receive the following information from the Human Resource Department or their Supervisor:

- ❖ New Hire Employment Packet with necessary documentation for completion of hiring process
  - ❖ Orientation to school district policies through the Employee Handbook
  - ❖ Information on payroll benefits and salary data
  - ❖ Explanation of job responsibilities
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