

**PROCESS FOR SELECTION OF CERTIFIED CANDIDATES FOR THE
COLUMBUS MUNICIPAL SCHOOL DISTRICT**

STEP 1: APPLICATION

All applicants must provide the following documents to: **Columbus Municipal School District
P.O. Box 1308
Columbus, MS 39703-1308**

1. **Certified Application** – complete all 4 pages and return to personnel
2. **Transcript** – Must be an official sealed college transcript from the Registrar’s Office showing degree awarded
3. **Test scores** - PRAXIS or NTE scores – Copy of core battery and specialty area tests
4. **CMSD Reference forms (3)** - Give each reference form to a person who has supervised or observed your work in education. One reference must be from your most recent educational employer, i.e., from your most recent principal/supervisor or supervisor of student teaching.
5. **Current Mississippi Teacher’s License** –If you do not have a license, you must apply for one from the MDE:
Mississippi Department of Education, Office of Educator Licensure, P.O. Box 771,
Jackson, MS 39205 - phone 601-359-3483 or down loaded from the Internet at:
www.mde.k12.ms.us >licensure>licensure application packet k 12
6. **Social security card** (copy) - We are required to use the name that is on the card.
7. **Verification of previous full-time work experience in education**. In order for previous experience to be credited for salary purposes, verification must be received when employed. The experience verification form included with the application packet should be duplicated and sent to each previous employer.

A complete application on file does not constitute a guarantee of a position.

STEP 2: ADMINISTRATOR’S INTERVIEW/RECOMMENDATION

When a vacancy occurs in a school facility, the administrator will review the files of active applicants, choose those he/she wishes to interview, conduct interviews, and formally recommend an applicant to the Superintendent.

STEP 3: EMPLOYMENT BY THE SCHOOL BOARD

After the Superintendent has approved the recommendation, it will be presented to the School Board. If approved by the School Board, a contract for employment will be issued subject to a valid Mississippi license and the appropriate paperwork on file.

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NOTE: If proper licensure is not received on or before the beginning date of the contract period, the recommended employee **shall be paid \$80.00** per day (long term substitute rate) until the date that a valid Teacher’s License is issued by the Mississippi Dept. of Education, Office of Educator Licensure.

PLEASE REFER ALL QUESTIONS OR CORRESPONDENCE REGARDING YOUR APPLICATION DIRECTLY TO THE DISTRICT’S PERSONNEL OFFICE - Phone (662) 241-7400. Mailing address – P.O. Box 1308, Columbus, MS 39703 – Physical address – 2630 McArthur Dr., Columbus, MS 39705

The Columbus Municipal School District is an equal opportunity employer, offering employment without regard to race, color, religion, national origin, sex, age, disability, or veteran status.