

PROMOTION

When it becomes necessary to fill administrative and supervisory vacancies, the supervisor of the vacant positions shall contact the Office of Human Resources concerning the vacancy and shall review and update the job description before the position is posted. The vacancy will be posted in all district facilities until filled. In emergency cases and based on the needs of the district, the superintendent may forego the posting of positions.

Employees qualified for promotion to administrative and supervisory positions shall submit a letter of interest for each particular position along with other necessary requirements to the Office of Human Resources prior to the posted deadline for submission.

All qualified applicants who have complete personnel files shall be considered for the administrative or supervisory position for which they apply.

SOURCE: Jackson Public School District, Jackson, Mississippi  
DATE: August 20, 1979  
AMENDED: July 16, 1990  
January 21, 1997  
December 15, 2003  
REVIEWED: May 24, 2006  
July 12, 2016