

May 6, 2019

TO : MPSB Certified Teachers
FROM : Maria Teresa Merritt,
Personnel Director, Talent Pipeline Lead, and TIF Coordinator
REGARDING : Internal hiring of teachers currently employed in the district

The Morehouse Parish School System is conducting a two-week internal application period for certified teachers of Bastrop High School, Delta Jr. High, Morehouse Jr. High, and Morehouse Magnet School. Applications are for anticipated/projected open positions for school year 2019 – 2020. This is an opportunity that we would like to provide for who may wish to explore a different work setting/environment. The Morehouse Parish School Board supports teachers who would like to grow professionally, expand their career in education, and take on new challenges.

Below are the conditions for teacher applicants and timeline for the “Internal Recruitment Period.”

CONDITIONS FOR TEACHER APPLICANTS:

1. Teacher applicant **MUST** be certified.
2. Teachers can only apply to one school.
3. Applicant must complete and submit an application form and attach a resume.
4. Applicant should submit all requirements to the central office within the application period.
5. Applicant should be interviewed by the principal of the school he / she is applying to during the application period.

Revised Note (05/08/2019): Request for a transfer is **NOT** a guarantee. Principals need to consider if the applicant would be “a good fit,” for the needs of the school, as well as address “specific needs and demands” of the open position/s. **It is for this reason that principals need to closely work and collaborate with Mrs. Pirtle regarding SpEd teacher positions.**

TIMELINE for Internal Recruitment Period

Dates/ Time Period	Activity
May 6, 2019 (Monday)	Anticipated/projected open teacher positions in each school will be posted on the MPSB website. A mass email will be sent to all teachers informing them of the "Internal Recruitment Period"
May 6 – 17, 2019	Submit teacher application forms and resumes in a folder or manila envelope to Ms. Lois Higginbotham at the MPSB Central Office.
May 20 – 24, 2019	Principals are responsible for calling applicants to set-up an interview date.
May 24, 2019	<i>*Due to the limited time we have during the day, interviews may need to be scheduled after school/work hours.</i> Principals will submit a list of accepted applicants to Mrs. Merritt.
May 27 – 31, 2019	Principals will inform the applicants on the status of their application (face-to-face meeting, phone call, email). This will be followed by an official letter from the Personnel Department.



ACADEMIC EXCELLENCE THROUGH QUALITY TEACHING

Internal Teacher Application SY 2019 -2020

Name: _____ **Phone number:** _____

Email: _____

What school do you currently teach in? _____

What grade/s do you currently teach? _____

What subject(s) do you currently teach? _____

What are your certification areas & grades? _____

What school do you want to transfer to? _____

What grade(s) & subject/s do you want to teach?

Reason/s for wanting to transfer, and why you are good candidate for the position.

Signature: _____ **Date:** _____



ACADEMIC EXCELLENCE THROUGH QUALITY TEACHING

PROJECTED OPEN POSITIONS FOR SY 2019 -2020 (Updated 05/08/2019)

BASTROP HIGH SCHOOL	
Open Positions	Projected Number of Teachers Needed
High School Math Teacher	2
High School English Teacher	1
High School Boys P.E. Teacher	
JROTC Instructor	1
Spanish Teacher	1
Jr. High English Teacher	1
Jr. High Science Teacher	1
Jr. High Social Studies	1
Jr. High Girls P.E. Teacher	1
Jr. High Boys P.E. Teacher	1
SpEd Lead Teacher <i>*10 Month position; Inquire about specific job requirements from Mrs. Kay Pirtle, Supervisor of Special Services</i>	1
DELTA JR. HIGH	
Open Positions	Projected Number of Teachers Needed
Kindergarten Teacher	1
First Grade Teacher	1
P.E. Teacher	2
MOREHOUSE JUNIOR HIGH	
Open Positions	Projected Number of Teachers Needed
Second Grade Teacher	2
Fourth Grade ELA Teacher <i>* Must be willing to teach another subject area (Social Studies or Science)</i>	3
Fifth Grade Social Studies Teacher	1
Sixth Grade Math Teacher	1
Sixth Grade Social Studies Teacher	1
Computer Lab. Teacher	2



ACADEMIC EXCELLENCE THROUGH QUALITY TEACHING

PROJECTED OPEN POSITIONS FOR SY 2019 -2020

MOREHOUSE MAGNET SCHOOL	
Open Positions	Projected Number of Teachers Needed
Kindergarten Teacher	1
Second Grade Teacher	2
Fourth Grade Teacher	1
Music Teacher	1
Sixth – Ninth Grade ELA Teacher	1
Sixth – Ninth Grade Math Teacher	1
Sixth – Ninth Grade Science Teacher	1
Sixth – Ninth Grade Social Studies Teacher	1
SPECIAL SERVICES (SpEd)	
<p style="text-align: center;">Homebound Teacher</p> <p><i>*Must be willing to go to students' homes (typically 4 hrs. per students each week); teach all subjects and all grades; Inquire about other specific job requirements from Mrs. Kay Pirtle, Supervisor of Special Services.</i></p>	1
<p style="text-align: center;">Adapted P. E. Teacher</p> <p><i>*Must be willing to provide services to children of varied grade levels/abilities. Schedule involves traveling to all 4 schools. Inquire about other specific job requirements from Mrs. Kay Pirtle, Supervisor of Special Services.</i></p>	1
<p style="text-align: center;">Teacher for Visually Impaired Students</p> <p><i>*Will provide services/instruction for all subjects to students with visual impairment (all grade levels). Schedule involves traveling to all 4 schools. Inquire about other specific job requirements from Mrs. Kay Pirtle, Supervisor of Special Services.</i></p>	1