



JASPER CITY SCHOOLS

The Application Process

CERTIFIED POSITION

1. **Send Letter of Interest to Jasper City Board of Education. This may be emailed to smorgan@jasper.k12.al.us or sent regular mail to P.O. Box 500, Jasper AL 35502.**
2. **Completed Application Form** – Please complete the application posted on the Alabama State Department of Education website (Teach In Alabama). All information requested on the application form must be filled out accurately and completely.
3. **References** – Three letters of recommendation are required. These should be included on the SDE website as an attachment. Professional references are most important and should include persons who have supervised the applicant’s work and/or training experience. Recommendations from referents must be solicited by the applicant. These letters are required in addition to the requests for reference on the Teach in Alabama site.
4. **Verification of Previous Employment** – All applicants must provide a current mailing address of previous employers in order to verify previous teaching experience.
5. **Official Transcripts** – It is the responsibility of the applicant to see that all official, final degree transcripts are included with application material. These documents should be included online as an attachment.
6. **Verification of Certification** – Certification may be confirmed by submitting a copy of the applicant’s teaching certificate or a statement of eligibility for certification from the teacher training institution and a copy of appropriate Praxis scores as part of online information. These documents should be included online as an attachment.
7. **Personal Interview** – Completed application files are reviewed to determine which applicants will be contacted for interviews. Interviews are set up as vacancies occur in the school system. The applicant will be notified by the Superintendent’s office in order to set up an interview. A personal interview is an essential part of the teacher selection process, although it is no guarantee of a job. You should keep in mind that usually several applicants are interviewed for each vacancy in the school system. Applicants will not be interviewed until the following items are on file: (1) application form (2) references (3) transcripts (4) verification of certification.

8. **Employment** – Applicants who are employed must present a copy of their driver’s license, social security card, and the results of a tuberculin skin test.

9. **Verification of Compliance with “Highly-Qualified” Requirements** – If available, letter from the State Department of Education or, for recent college graduates, a letter from the college/university verifying that student has completed required courses to meet HQ requirements, once the student’s file is reviewed by the State Department of Education. This letter should be included with the online application. For recent college graduates, a copy of the applicant’s file (which shows HQ Teacher Eligibility) may be included.