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New Hire Requirements

BACKGROUND CHECKS	DRUG SCREENING	EXPERIENCE CREDIT
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Upon being recommended by a school administrator, you will be contacted by a Human Resources Representative concerning the next step in the new hire process. MCPSS uses email as means of communication and, as such, you must have a valid email address which you can access and check regularly.

You will be instructed via email on documentation required for your specific employee type. In order to ensure a timely start to your new career, it is important to complete all of the steps in the process (such as reviewing your application for accuracy, filling out your direct deposit form, completing State and Federal withholding forms, etc.). Required documents can be found under the "Docs" tab on your ALSDE Internal Application. All information requested must be received prior to your recommendation for hire being submitted to the Board of School Commissioners.

If you have any questions during this process, feel free to contact a Human Resources Representative.

We hope that you will fully embrace our system's charge, "IT STARTS WITH US", and accept our challenge, "IT STARTS WITH YOU!"

MCPSS is an Equal Opportunity Employer complying with all federal and state discrimination laws and regulations and does not discriminate in employment programs on the basis of religion, age, color, national origin, gender, marital or parental status or disability.

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Certified Employment

The Mobile County Public School System (MCPSS) is looking for talented people to teach, lead, and support our students and educational system.

TEACHER APPLICANT

An applicant seeking a teaching position in elementary or secondary education must have a Bachelor's degree or higher in an education field and a valid Alabama Professional Certificate.

If an applicant recently completed an Alabama Approved Program in the field of education, and issuance of Alabama certification is pending, a letter of completion is acceptable. This letter of completion should come from the university and must include the degree type, completion date, and a statement that an application for certification has been forwarded to the Alabama State Department of Education. This letter of completion is only available upon request by the graduate.

SPECIAL NOTE for teacher applicants that DID NOT complete an education program:

MCPSS employs non-certified applicants in core critical need areas when there are no available applicants who are certified. The critical need areas are mathematics, science, and foreign language.

To be considered for an alternative route certification, an applicant must have a Bachelor's degree from a regionally accredited institution of higher education and have a minimum grade point average on a 4.0 scale. You must have an academic major in the field, have 32 semester hours, including 19 hours of upper division credits in the teaching field, or passing scores on the Praxis II assessment to the "Alternative Certification" link under the "Employment" heading at the bottom of the Human Resources page for additional information.

ADMINISTRATIVE APPLICANTS OUTSIDE MCPSS

An applicant seeking an administrative position must have a valid Alabama Leadership Certificate with an administrative endorsement and must meet all Mobile County Public School System requirements and be listed on the Eligible Candidate Roster (ECR).

For information on the Administrative application process, please [CLICK HERE](#).

SPECIAL NOTE for teacher and administrative applicants with a certificate from another state:

If you have a professional certificate from another state, you will need to apply for an Alabama Professional Certificate. You can do this by contacting the Alabama State Department of Education at teached@alsde.edu, 334-242-9977 or Post Office Box 302101, Montgomery, Alabama 36130-2101. You must have an Alabama Certificate prior to interviewing with our system. MCPSS generally submit an application for "Emergency" certification unless the position you've applied for has been deemed an emergency for our system.

HOW TO APPLY- ONE APPLICATION FOR ALL APPLICANT TYPES

MCPSS uses the online employment application provided by the Alabama State Department of Education (ALSDE). By completing this one application, you may apply for both Certified and Administrative positions.

MCPSS uses email as our primary means of communication and, as such, you must have a valid email address which you can access and check regularly.