

ADMINISTRATIVE APPLICATION PROCEDURES

STEP 1: ADMINISTRATIVE WRITING

- A writing exercise is no longer required for Administrative applicants.

STEP 2: ONLINE APPLICATION

- Administrative applicants working outside the Mobile County Public School System must complete the ALSDE Online Application, which can be accessed at: https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00008500.
- Current MCPSS employees must complete the online Internal Employee Application, which can be accessed at: https://ats1.searchsoft.net/ats/trans_login?COMPANY_ID=00008512.

STEP 3: ELIGIBLE CANDIDATE ROSTER (ECR)

- Applicants must meet the following requirements to be listed on the Eligible Candidate Roster (ECR):
 - Valid Alabama Administrative Certificate**
 - Satisfactory score on the Administrative Writing Exam**
 - 3 years full-time teaching experience**
 - Official College Transcripts for all degrees and administrative coursework**
 - Three letters of recommendation within the past 3 years**
(One must be from your current immediate supervisor and the remaining two from supervisors or colleagues who are knowledgeable about your work experience and performance.)

STEP 4: APPLY TO ADVERTISED VACANCY

- Applicants who have met the requirements for the **Eligible Candidate Roster** can apply for any administrative position that is advertised.
- **Applications will be accepted only from those on the ECR roster.**
- All applicants must attach a **current resume** to their online application.

Specific Requirements by Administrative Position:

Principals

- Must apply for a posted position within the advertised period
- Must have at least three years full-time teaching experience plus any additional experience required on advertised vacancy
- Prefer two years school site administrative experience
- ***If not an employee of MCPSS***, prefer completed at least two years as a principal

Assistant Principals

- Must apply for a posted position within the advertised period
- Must have at least three years full-time teaching experience plus any additional experience required on advertised vacancy
- ***If not an employee of MCPSS***, prefer at least two years as a school site administrator

Central Office Supervisor (Specialist – Director)

- Must apply for a posted position within the advertised period
- Must have at least three years full-time teaching experience plus any additional experience required on advertised vacancy
- ***If not an employee of MCPSS***, prefer a minimum of 2 years work in central administration

STEP 5: HIRING PROCESS

- HR checks credentials and compiles a list of all qualified applicants
- Assistant Superintendents in Academic Affairs review applications and decide who to call for interviews
- A Committee is formed to interview those selected
- Assistant Superintendent chairing the committee recommends top applicant to the Superintendent also sending list of all interviewed and names of persons on the committee
- Superintendent recommends to the Board one applicant