

**JOB ADVERTISEMENT**

The Saraland Board of Education will be accepting applications for the following position for the 2018-2019 school year:

**SARALAND MIDDLE SCHOOL**

CLASSIFIED:

**Secretary/Receptionist**  
(10-month position)

**All applicants should apply electronically. To obtain an electronic application, visit the Teach in Alabama website at [www.alsde.edu/teachinAlabama](http://www.alsde.edu/teachinAlabama), complete the State of Alabama electronic application, and attach it to the specific job number.**

All positions with the Saraland Board of Education require submission of a copy of current driver's license or valid picture identification, a copy of Social Security card, completion of a TB skin questionnaire, and background clearance through the State of Alabama Department of Education. Certified positions will also require submission of a copy of valid teaching certificate (Alabama or out-of-state) if applicable, as well as unofficial transcripts indicating all coursework and degree conferral date(s) from regionally accredited colleges/universities.

**Advertisement: 11/06/18**

**Deadline to apply: until filled**

**The Saraland School System is an Equal Opportunity Employer.**

No applicant or employee shall, on the basis of race, color, religion, gender, age, ethnicity, marital status, disability if otherwise qualified, political or religious beliefs, national origin, social and family background, or on the basis of the use of a language other than English, be discriminated against by this school system.