

Directions for submitting a job application to the Scottsboro City Board of Education

- Go to our website at www.scottsboroschools.net
- On the menu at the top of the page, click on Departments / Human Resources / Job Openings **OR** you can scroll to the bottom of the page to “Quick Links” and click on “Job Opportunities”.
- This will open a new page with three categories:
 - **Administrative Jobs** are assistant principals, principals, and director positions.
 - **Certified Job Openings** are teaching positions.
 - **Classified Job Postings** are support / non-teaching positions.
- Click on the category of the job you are looking for. All support positions fall under “Classified Job Postings”. This will take you to a website that list all of our job openings and allow you to submit an application.
- To view additional information about a job, click on the “View” button. This will open up a complete job description.
- To apply and submit an application, click on the blue “Login and apply” link at the bottom of the page.
- If this is your first time to log in, you will be required to create an account. If you are returning to the site, you will just need to login. Make sure you write down your username and password and keep it in a safe place.
- You will need to read and accept or decline the disclaimer.
- Please read the “Application Help”. If you can, print this page so you can refer back to it later if needed.
- In the top left-hand corner, click on “My Application”. Begin the application process by using the navigation menu on the left side of the page.
- The first section of the application is “Where do you want to work?” Scottsboro City Schools are located in District 8, so make sure that you select “School Board District 8.” If you click the + next to “School Board District 8”, you will have the opportunity to select individual school systems within District 8. You may select as many as you like by checking the box next to the name of each system that you’d be interested in working for.
- You will need to click on the “Save and Next” button at the bottom of each section in order to advance to the next section. It is important that you read each section and question carefully.
- The next section is “General Information.” In this section, under “Applicant Type” you may choose which type of jobs you are interested in pursuing. ****You may choose more than one****. This step is very important. For example, if you do not choose “classified,” and then you later attempt to apply for a classified job, you will see a message in red text that states **“You are not authorized to apply for this position.”**
- Continue to click “Save and Next” at the bottom of each page until you have completed the entire application. It is very important that all fields in the application marked with a red asterisk are completed.
- If you have problems or question, you may contact our human resources department at 256-218-2100.

Troubleshooting Tips - 2 Most Common Errors

1. If you see a message in red text that says **“You are not authorized to apply for this position,”** click on “My Application.” In the left pane, click “General Information.” Under “Applicant Type,” click the blue link that says **“Change Type.”** Make sure that you have checked each box and then click “Save and Next.” Now, return to the job you were interested in, and proceed to apply.
2. If you see a message that says **“A problem has occurred!”** or **“You may not apply for a posted position until you have completed all of the required fields within the application,”** then you will need to click on “My Application” and then click each section in the left pane and review your answers and make sure that you have completed all required fields in your application. Required fields are marked with a red asterisk.