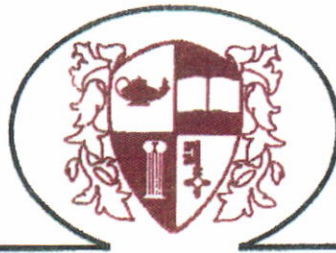


CHUCK MARCUM
SUPERINTENDENT
ROANOKE CITY
BOARD OF EDUCATION



P. O. Box 1367
ROANOKE, ALABAMA 36274
PHONE: (334) 539-5170
FAX: (334) 246-0265

ROANOKE CITY SCHOOLS

Dear Applicant:

We appreciate the interest you have shown in Roanoke City Schools. Our system has a Board Policy in place that requires the rating of each application for employment. Since applicants' rating scores are used in determining those who will be interviewed for each employment position, an incomplete application puts one at a decided disadvantage in the hiring process.

Applicants for this position must follow the steps listed below:

1. Contact Mrs. Jacqueline W. Bailey, P.O. Box 1367, Roanoke, AL 36274, (1-800-674-7890), to secure the employment application form or for any questions you may have regarding the application process;
2. Complete the standard application form and return to the address which has been provided;
3. Ensure that all references and related materials have been included with the standard application form; and
4. Ensure that the following items are included for **CERTIFIED** positions:
 - a. All applicable transcripts;
 - b. Placement files (if applicable);
 - c. Copies of applicable teacher certificate(s) and
 - d. Documentation from the State Department of Education verifying highly qualified status;
 - e. If not highly qualified in Alabama, provide copies of Praxis Test Results (if applicable);
 - f. Documentation of training or experience related to the job which is sought (if applicable).
5. Ensure that the following items are included for **CLASSIFIED (non-teaching)** positions:
 - a. Copies of diploma(s) or certificate(s) or transcript(s) (if applicable);
 - b. Documents of training or experience related to the job which is sought (if applicable).

Please complete the enclosed application form and return to:

Personnel Department
Roanoke City Schools
P.O. Box 1367
Roanoke, AL 36274