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**POSTING #2324.144**

**GADSDEN CITY SCHOOLS  
NON-CERTIFIED JOB VACANCY LIST**

January 17, 2024  
**DATE POSTED**

Applicants for the vacancies listed below will be selected on the basis of qualifications, merit, and professional ability. No person shall be denied employment, reemployment, advancement, or evaluated, nor shall be subjected to discrimination in any program or activity, on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, or handicap.

An application or a request for transfer must be submitted to the personnel office at the Board of Education Central Office, 1026 Chestnut Street, Gadsden, Alabama 35901.

<b>SCHOOL</b>	<b>POSITION TITLE/ DESCRIPTION</b>	<b>GRADE AND/OR SUBJECT</b>	<b>MINIMUM CERTIFICATE REQUIRED</b>	<b>MINIMUM EXPERIENCE REQUIRED</b>	<b>SALARY SCHEDULE/ AMOUNT</b>	<b>OTHER CRITERIA</b>	<b>APPLICATION DEADLINE</b>
<b>Walnut Park Elementary School</b>	<b>Secretary/ Bookkeeper</b>  E-mail <a href="mailto:kwoods@gadscityschools.org">kwoods@gadscityschools.org</a> to request interview	PreK-5th	High School Diploma required	Several years bookkeeping and computer experience preferred	Salary schedule  <i>(10 month position)</i>	Good public relations and interpersonal skills, self- starter with exceptional skills and accuracy required	01/23/2024 <i>(or until filled)</i>