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POSTING #2324.148

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

January 26, 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.

SCHOOL	POSITION TITLE/ DESCRIPTION	GRADE AND/OR SUBJECT	MINIMUM CERTIFICATE REQUIRED	MINIMUM EXPERIENCE REQUIRED	SALARY SCHEDULE/ AMOUNT	OTHER CRITERIA	APPLICATION DEADLINE
Central Office	Clerical/Data Manager E-mail Dr. Donna Smoots dsmoots@gadscityschools.org to request interview	N/A	High School Diploma required	Several years bookkeeping and computer experience preferred	Salary schedule <i>12 month position</i>	Good public relations and interpersonal skills, self- starter with exceptional skills and accuracy required	02/01/2024 <i>(or until filled)</i>