

DECATUR CITY SCHOOLS

Office of the Human Resources

302 Fourth Avenue, NE
Decatur, Alabama 35601
Website: www.dcs.edu



Telephone (256) 552-3000
FAX (256) 308-2528
Email: Yvette.Evans@dcs.edu

Dear Certified Applicant:

Thank you for your interest in the Decatur City School System which is recognized as one of the strongest in Alabama. We are constantly working to ensure that our teachers and administrators have the best training, resources and support possible in order to provide our students with the best education. Our School System is diverse and growing with nearly 9,000 students and 1,220 employees. From our International Baccalaureate Program to our third grade violin lessons, Decatur City Schools is committed to meeting the needs of all of Decatur's children.

We only accept applications online through the Alabama State Department of Education. To complete your application online follow the instructions listed below.

Go to the Decatur City Schools website (www.dcs.edu) and click on the "JOB OPPORTUNITIES" link. Then click on the link for "Teach In Alabama." This will connect you to the State Department of Education's Teach in Alabama website. Click "Continue" on the disclaimer. Once on the Teach In Alabama screen click on APPLICANTS APPLY ONLINE. You will need to "Create A New Account." You must REMEMBER (WRITE down) your USERNAME and PASSWORD for later reference. When you begin the process you will be asked to declare where you want your application posted. You are automatically posted into every school system in the state of Alabama unless you "DESELECT ALL" and choose "School District 6" and then "Decatur City." If you want your application also posted in other school districts, you must make sure to select those school systems. A color coded map will be displayed to assist you.

Your completed application will require the following documentation to be considered for interviews and employment:

- All Background Information questions must be answered.
- Under **Attachments** include:
 - Current Resume
 - Copies of College Transcripts (Official transcripts will be required upon employment.)
 - Copy of Highly Qualified Letter or Status
 - Copy of State of Alabama Teaching Certificate (If you **have not** received your certificate, submit proof that your certificate application has been submitted. A copy of your certificate should be scanned as soon as you receive it.)
- Additional Information (Driver's License Number and State are required to be employed.)
- Voluntary Information

You are responsible for applying for any posted position online. In order to be interviewed by the Contact listed on the Job Posting, you will need to submit your name under that online posting and complete a preliminary screening interview with Decatur City Schools. To set up a preliminary screening interview, please locate the preliminary interview posting for your certification area on the Teach in Alabama website and click Apply. Posted Positions are available at all Decatur City School facilities and on our website (www.dcs.edu). Also, go to the Teach in Alabama website and click "OPEN CERTIFIED" positions. You may make inquiries concerning your Decatur City School's application by calling the Human Resources Department at (256) 552-3000 or by e-mailing Carole.Edwards@dcs.edu.

Any offer of employment with Decatur City Schools is contingent upon the successful completion of a criminal background check, drug-screening test, physical, and approval by the Decatur City Board of Education. If you have any further questions, please call our office at (256) 552-3000 or e-mail me at Yvette.Evans@dcs.edu.

Sincerely,

Yvette J. Evans
Supervisor of Human Resources
Yvette.Evans@dcs.edu
256-552-3000

The Decatur City Board of Education is an Equal Opportunity Employer. As such we are required to provide equal employment opportunity for all applicants without regard to race, color, national origin, sex, disability, religion, or age.

We also do not discriminate regarding programs and activities and provide for equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Stefanie Underwood, 302 4th Avenue, NE, Decatur AL 35601, 256.552.3000, stefanie.underwood@dcs.edu.