

Work for CNP

How To Apply

- All vacancies are posted at www.alsde.edu and in each school or worksite for 14 days, except in emergency conditions. In those cases, all positions except administrative may be posted only 7 days. **An application must be completed online at www.alsde.edu to be considered for the vacant position.**

STEP 1: Application and accompanying documentation

1. Support Application
 - a. Complete the **classified application** online at www.alsde.edu
 - b. **Apply for Vacant CNP Position.**
2. If you are **hired** you will need to provide a copy of the following:
 - a. Copy of high school diploma or GED Certificate (If you are hired in a Title I school or as a Paraeducator, you submit a copy of an associates degree or 48 credit hours of college credit or must pass the WORKKEYS test)
 - b. Copy of Social Security card
 - c. Copy of driver's license

All applicants will start on the salary schedule at level -0- and will remain there until verification of experience has been received.

STEP 2: Paper Screening

When job openings occur, completed applications will be reviewed for background and skills required.

STEP 3: Initial Interviews

Applicants will be scheduled for interviews on the basis of need by the school system. Interviews may be conducted by principals and Central Office personnel.

Principals will interview a number of applicants for any vacancies that occur at their schools.

STEP 4: Recommendations

Prior to any recommendation for employment, an applicant must have on file a completed application with all required documents. References will be checked.

STEP 5: Appointment

Appointment to a position is made by the Board of Education after a candidate has verbally accepted a contract offer and has submitted all required documentation and has passed a criminal background check. Years of experience are determined by the number of years in a job classification with the Board of Education. **All applicants will start on the salary schedule at level -0- and will remain there until verification of experience has been received.**