



Athens City Schools
Procedures for Hiring Professional Staff

- All persons interested in applying for positions in the Athens City Schools must complete an online application accessed through the system website at <https://jobs.athenscityschools.net>. It is the responsibility of the applicant to provide documentation of degree(s), appropriate licensure, passing scores on PRAXIS or other required examinations, etc. for the application to be considered complete.
- Administrators will review available applicants and interview those deemed suitable for the position. Upon completion of the interviews, the top candidate(s) may be recommended to the appropriate Supervisor for an additional interview.
- During the interview(s), the applicant's fluency in speaking and listening will be assessed informally through the questioning and answering process.
- The applicant will also complete a Writing Sample by responding to a series of written questions. Review of the answers will serve as assessment of the applicant's reading and writing skills.
- Once an applicant is determined suitable for the position, reference and background checks will be conducted prior to final recommendation by the administrator to the Director of Schools.
- If approved for employment, the recommended candidate will receive a Letter of Intent to Hire from the Director of Schools.