

CHOCTAW COUNTY SCHOOLS



Choctaw County Board of Education
Mrs. Jacquelyn James, Superintendent of Education
107 Tom Orr Drive
Butler, Alabama 36904-3504
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Position Announcement Posting Date: August 27, 2025

POSITION: 21st Century Substitute Site Coordinator

LOCATION: Southern Choctaw Elementary School

QUALIFICATIONS:

- Must hold a valid Alabama Teaching Certificate
- Must have experience in program implementation
- Must have three references
- Must be currently employed with the Choctaw County School System

RESPONSIBILITIES:

- Plan and design the program to help all assigned students meet the subgrant objectives
- Collaborate with all site instructors to ensure continuity of instruction to close gaps
- Compile and submit program reports
- Analyze student and program data for sharing with stakeholders
- Conduct data meetings with program staff, conduct program and family training sessions
- Distribute required material and information to program staff, students, and parents
- Attend all required training and professional development
- Develop and monitor lesson plans that coordinate with the program's goals & objectives
- Monitor and report student attendance
- Utilize pre- and post- assessment data to inform instruction
- Performs other duties as assigned by the program director

REPORT TO: SCES Principal

RATE OF PAY: \$38.00 per hour (2.5 hours per day)


TERM OF EMPLOYMENT: FY 25-26 (when the program is in operation)

DEADLINE FOR APPLICATIONS: Applications will be accepted until September 3, 2025.

The Choctaw County Board of Education is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, age, sex, handicap, marital status, or status as a disabled veteran

Applicants must apply on the district website, under Departments, Human Resources, and Posted Positions, at www.choctawal.org or at <https://careersalk12education.org/choctawco>. Interviews will be conducted after the application period has expired.


Paula Sullivan
Federal Programs Director


Jacquelyn James
Superintendent of Education