

CHOCTAW COUNTY SCHOOLS



Choctaw County Board of Education
Mrs. Jacquelyn James, Superintendent of Education
107 Tom Orr Drive
Butler, Alabama 36904-3504
Phone: (205) 459-3031 Fax: (251) 459-3037

Position Announcement Posting Date: July 16, 2026

POSITION: Receptionist/Secretary

QUALIFICATIONS:

- High School Diploma or GED Equivalent
- Postsecondary Training Preferred
- Work Experience Preferred
- Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457
- Such alternatives or additions to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent of Education
Central Office Administrators as assigned by the Superintendent

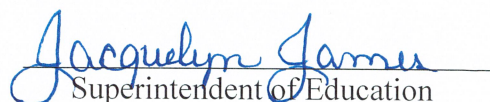
SALARY: \$29,376.00 - \$39,677.00
(according to years of public school experience)

LENGTH OF EMPLOYMENT: 12 months (240 days)

DEADLINE FOR APPLICATIONS: July 23, 2026

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.


Superintendent of Education