

Marion School District

200 Manor St., Marion, AR 72364 870-739-5100

TO: Certified Applicant

FROM: Marian T. Smith, Assistant Superintendent
Curriculum and Instruction

Welcome to the Marion School District! We are pleased that you wish to be considered for a certified position in our district. The Marion School District is proud of its six grade-leveled schools, which are located in the Northeast Arkansas Delta, a convenient 20-minute drive from Memphis. We actively seek top candidates throughout the year, and we look forward to receiving your application.

Enclosed you will find an application form, an open-response form, an optional statistical questionnaire, a current teacher salary schedule, a current benefits summary, and 3 reference forms. We must receive from you the signed and completed **application** and **open-response form, copies of all transcripts, a copy of a valid teaching certificate** (if you have one), and **the 3 signed forms for mailing**. Arkansas requires criminal background checks for all teachers receiving initial Arkansas teaching licenses or changing school districts.

If you are a traditional candidate applying for a first teaching position, your references must include student teaching supervisors and cooperating teachers. If you have placement papers on file with your college or university, please request that they be forwarded to this office.

When your completed application and requested documents are received by our Central Office, we will review your application and file copies under each position for which you have applied. As openings occur, we will advertise and make appointments with candidates being considered for each position.

If you plan to seek a position in the Marion School District, we urge you to apply immediately for an Arkansas certificate. The Marion School District cannot employ an applicant until we have received evidence of eligibility for Arkansas teacher license.

Enclosures: Application
Open Response Form
Equal Employment Opportunity Questionnaire
Salary Schedule
Benefits Summary
Reference Forms (3)