

Classified Employee Information Page

Classified Application Information (Does NOT require Teaching Certification)

Dear Applicant:

I would like to take this opportunity to thank you for your interest in Marion School District. MSD is composed of six grade-leveled schools, which are located in the Northeast Arkansas Delta, a convenient 20 minute drive from Memphis. Our district actively seeks top candidates throughout the year and looks forward to receiving your application. All vacancies within the Marion School District are advertised on our website at www.msd3.org, under the Employment/ Employment Opportunities tabs.

Interested applicants are invited to visit the Marion School District website to read about the application process and upload the required forms before beginning the online application process via TalentEd, Recruit, & Hire.

The process of application for a MSD secretary position or an instructional assistant position includes:

- **A Completed and signed online MSD application.**
- **A Copy of your High School Transcript, GED, or College Transcript (Preferred)**
- **Names, addresses, and email addresses of at least 3 references, including previous employers or supervisors (non-relatives) (Required)**

All job opportunities can be found at

<https://marion.cloud.talentedk12.com/hire/index.aspx>.

When received, your completed application and required forms will be reviewed as needed and will remain active for future openings for one calendar year. We will contact you when you are selected for an interview. If you have questions at any time, please feel free to contact our office at (870) 739-5100, or you may email your questions to [Renee Bennett](#), [Peggy Cozart](#), or [Lisa Johnson](#).

Sincerely,

Dr. Robin A. Catt,

Director of Elementary Education

Mr. Hugh Inman,

Director of Secondary Education

