



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

ASSISTANT PRINCIPAL

Posting Period: March 10, 2025 through March 23, 2025

Location: To Be Determined

Interested Applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf959?subdivision=Hartselle%20City>

Deadline for accepting applications: March 23, 2025, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

Title: Assistant Principal

Qualifications:

1. Valid Alabama Education Leadership Certificate
2. Valid Alabama Education Certification for either the elementary or secondary level.
3. At least three years of successful experience as a classroom teacher.
4. Such alternatives or additional qualifications as the Board of Education may find appropriate and acceptable.

Reports to: Principal

Contract: 12 Months

FLSA: Exempt

Job Goal: To assist the principal in carrying out instructional and administrative duties of the school. Serves in areas as directed by the Principal.

Performance Responsibilities:

1. Provide positive leadership in all phases of the school's operation.
2. Prepare and supervise the preparation of reports, records, lists, and other paperwork as assigned.
3. Assist in the development, revision, and evaluation of the school curriculum.
4. Assist teachers with the selection of instructional materials and equipment, with the final approval reserved for the principal.
5. Assist in establishing guides for proper student conduct and maintenance of student discipline, and assumes responsibility for the necessary record keeping pertaining thereto.
6. Assist in planning, organizing, and directing the school's special activities.
7. Assist in the operation of support services such as food, health, and library services.
8. Assume major responsibility for school attendance activities and Assist secretarial staff in maintaining accurate student attendance records.\
9. Assist in the school's public relations program by helping to keep the community informed of the school's goals, objectives, and policies through working with appropriate communications media.
10. Maintain good relations within the school community.
11. Assist in the implementation of observance of all board policies and regulations.
12. Keep the principal informed of any problems related to the school.
13. Assume responsibility for the operation of the school in the absence of the principal.
14. Assist in supervision and evaluation of school personnel.
15. Perform related duties as required or assigned.

EVALUATION

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the **Hartselle City Board of Education Policy Manual**, the **Students First Act** and the **Hartselle City Board of Education Salary Schedule**.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

| ASSISTANT PRINCIPAL ELEMENTARY 12 MONTHS SCHEDULE C1 | | | | ASSISTANT PRINCIPAL JUNIOR HIGH 12 MONTHS SCHEDULE C2 | | | | ASSISTANT PRINCIPAL HIGH 12 MONTHS SCHEDULE C3 | | | |
|---|---------|---------|---------|--|---------|---------|---------|---|---------|---------|---------|
| DEGREE | MS | EDS | DR | DEGREE | MS | EDS | DR | DEGREE | MS | EDS | DR |
| RANK | I | IA | DR | RANK | I | IA | DR | RANK | I | IA | DR |
| STEP | | | | STEP | | | | STEP | | | |
| 0 | 76,500 | 82,500 | 88,500 | 0 | 80,000 | 85,000 | 90,000 | 0 | 85,000 | 90,000 | 95,000 |
| 1 | 77,265 | 83,325 | 89,385 | 1 | 80,800 | 85,850 | 90,900 | 1 | 85,850 | 90,900 | 95,950 |
| 2 | 78,038 | 84,158 | 90,279 | 2 | 81,608 | 86,709 | 91,809 | 2 | 86,709 | 91,809 | 96,910 |
| 3 | 78,818 | 85,000 | 91,182 | 3 | 82,424 | 87,576 | 92,727 | 3 | 87,576 | 92,727 | 97,879 |
| 4 | 79,606 | 85,850 | 92,094 | 4 | 83,248 | 88,452 | 93,654 | 4 | 88,452 | 93,654 | 98,858 |
| 5 | 80,402 | 86,709 | 93,015 | 5 | 84,080 | 89,337 | 94,591 | 5 | 89,337 | 94,591 | 99,847 |
| 6 | 81,206 | 87,576 | 93,945 | 6 | 84,921 | 90,230 | 95,537 | 6 | 90,230 | 95,537 | 100,845 |
| 7 | 82,018 | 88,452 | 94,884 | 7 | 85,770 | 91,132 | 96,492 | 7 | 91,132 | 96,492 | 101,853 |
| 8 | 82,838 | 89,337 | 95,833 | 8 | 86,628 | 92,043 | 97,457 | 8 | 92,043 | 97,457 | 102,872 |
| 9 | 83,666 | 90,230 | 96,791 | 9 | 87,494 | 92,963 | 98,432 | 9 | 92,963 | 98,432 | 103,901 |
| 10 | 84,503 | 91,132 | 97,759 | 10 | 88,369 | 93,893 | 99,416 | 10 | 93,893 | 99,416 | 104,940 |
| 11 | 85,348 | 92,043 | 98,737 | 11 | 89,253 | 94,832 | 100,410 | 11 | 94,832 | 100,410 | 105,989 |
| 12 | 86,201 | 92,963 | 99,724 | 12 | 90,146 | 95,780 | 101,414 | 12 | 95,780 | 101,414 | 107,049 |
| 13 | 87,063 | 93,893 | 100,721 | 13 | 91,047 | 96,738 | 102,428 | 13 | 96,738 | 102,428 | 108,119 |
| 14 | 87,934 | 94,832 | 101,728 | 14 | 91,957 | 97,705 | 103,452 | 14 | 97,705 | 103,452 | 109,200 |
| 15 | 88,813 | 95,780 | 102,745 | 15 | 92,877 | 98,682 | 104,487 | 15 | 98,682 | 104,487 | 110,292 |
| 16 | 89,701 | 96,738 | 103,772 | 16 | 93,806 | 99,669 | 105,532 | 16 | 99,669 | 105,532 | 111,395 |
| 17 | 90,598 | 97,705 | 104,810 | 17 | 94,744 | 100,666 | 106,587 | 17 | 100,666 | 106,587 | 112,509 |
| 18 | 91,504 | 98,682 | 105,858 | 18 | 95,691 | 101,673 | 107,653 | 18 | 101,673 | 107,653 | 113,634 |
| 19 | 92,419 | 99,669 | 106,917 | 19 | 96,648 | 102,690 | 108,730 | 19 | 102,690 | 108,730 | 114,770 |
| 20 | 93,343 | 100,666 | 107,986 | 20 | 97,614 | 103,717 | 109,817 | 20 | 103,717 | 109,817 | 115,918 |
| 21 | 94,276 | 101,673 | 109,066 | 21 | 98,590 | 104,754 | 110,915 | 21 | 104,754 | 110,915 | 117,077 |
| 22 | 95,219 | 102,690 | 110,157 | 22 | 99,576 | 105,802 | 112,024 | 22 | 105,802 | 112,024 | 118,248 |
| 23 | 96,171 | 103,717 | 111,259 | 23 | 100,572 | 106,860 | 113,144 | 23 | 106,860 | 113,144 | 119,430 |
| 24 | 97,133 | 104,754 | 112,372 | 24 | 101,578 | 107,929 | 114,275 | 24 | 107,929 | 114,275 | 120,624 |
| 25 | 98,104 | 105,802 | 113,496 | 25 | 102,594 | 109,008 | 115,418 | 25 | 109,008 | 115,418 | 121,830 |
| 26 | 99,085 | 106,860 | 114,631 | 26 | 103,620 | 110,098 | 116,572 | 26 | 110,098 | 116,572 | 123,048 |
| 27 | 100,076 | 107,929 | 115,777 | 27 | 104,656 | 111,199 | 117,738 | 27 | 111,199 | 117,738 | 124,278 |
| 28 | 101,077 | 109,008 | 116,935 | 28 | 105,703 | 112,311 | 118,915 | 28 | 112,311 | 118,915 | 125,521 |
| 29 | 102,088 | 110,098 | 118,104 | 29 | 106,760 | 113,434 | 120,104 | 29 | 113,434 | 120,104 | 126,776 |
| 30 | 103,109 | 111,199 | 119,285 | 30 | 107,828 | 114,568 | 121,305 | 30 | 114,568 | 121,305 | 128,044 |
| 31 | 104,140 | 112,311 | 120,478 | 31 | 108,906 | 115,714 | 122,518 | 31 | 115,714 | 122,518 | 129,324 |
| 32 | 105,181 | 113,434 | 121,683 | 32 | 109,995 | 116,871 | 123,743 | 32 | 116,871 | 123,743 | 130,617 |
| 33 | 106,233 | 114,568 | 122,900 | 33 | 111,095 | 118,040 | 124,980 | 33 | 118,040 | 124,980 | 131,923 |
| 34 | 107,295 | 115,714 | 124,129 | 34 | 112,206 | 119,220 | 126,230 | 34 | 119,220 | 126,230 | 133,242 |
| 35+ | 108,368 | 116,871 | 125,370 | 35+ | 113,328 | 120,412 | 127,492 | 35+ | 120,412 | 127,492 | 134,574 |