



## TEACHER 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.

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### TEACHER VACANCY

#### Elementary Teacher (K – 6)

Specific Information:

Posting Period: February 11, 2025 through February 17, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: February 17, 2025, or until filled

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### ELEMENTARY TEACHER JOB DESCRIPTION AND QUALIFICATIONS

#### Qualifications:

1. A Bachelor's degree, or higher, from an accredited institution in subject area.
2. Valid Alabama teacher certification for elementary level and/or specialized area.
3. Such alternatives or additional qualifications as the board of Education may find appropriate and acceptable.

**Reports to:** Principal

#### Basic Job Description:

Instruct students in one or more subjects at the elementary level, such as English, mathematics, science or social studies. May be designated according to subject matter specialty, such as technology instructors, career/technical teachers, or core academic teachers.

**Contract:** 187 Days

**FLSA:** Exempt

### **Job Duties and Tasks for: Elementary School Teacher**

1. Meets and instructs the students in the locations and at the time designated.
2. Demonstrates a knowledge of instructional area.
3. Demonstrates acceptable use of the English language in written and oral communication.
4. Establish and enforce rules for behavior and procedures for maintaining a positive environment which motivates and enables students to achieve learning goals.
5. Instruct through lectures, discussions, and demonstrations in one or more subjects areas for which they are certified.
6. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
7. Prepare, administer, and grade assessments and assignments to evaluate students' progress. Assign and grade class work and homework.
8. Prepare materials and classrooms for class activities.
9. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
10. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
11. Observe and evaluate students' performance, behavior, social development, and physical health.
12. Enforce all administration policies and rules governing students.
13. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
14. Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
15. Guide and counsel students with adjustment and/or academic problems, or special academic interests.
16. Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
17. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
18. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
19. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
20. Confer with parents or guardians, other teachers, counselors, and administrators in order to resolve students' behavioral and academic problems.
21. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
22. Meet with other professionals to discuss individual students' needs and progress.
23. Prepare and implement remedial programs for students requiring extra help.
24. Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
25. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
26. Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.
27. Prepare reports on students and activities as required by administration.
28. Select, store, order, issue, and inventory classroom equipment, materials, and supplies.

29. Plan and supervise class projects, field trips, visits by guest speakers, or other experiential activities, and guide students in learning from those activities.
30. Administer standardized ability and achievement tests, and interpret results to determine students' strengths and areas of need.
31. Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
32. Attend staff meetings, and serve on committees as required.
33. Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.
34. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
35. Maintain confidentiality as required and appropriate.
36. Model exemplary personal characteristics and demonstrate a high degree of professionalism.
37. Perform related duties as required

## 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

TEACHER				
9 MONTHS (187 DAYS)				
SCHEDULE A				
DEGREE	BS	MS	EDS	DR
RANK	II	I	IA	DR
STEP				
0	48,000	52,530	56,610	60,690
1	48,200	53,055	57,176	61,297
2	48,400	53,586	57,748	61,910
3	51,510	58,944	63,523	68,101
4	52,025	59,534	64,158	68,782
5	52,545	60,129	64,799	69,470
6	55,172	63,136	68,039	72,943
7	55,724	63,767	68,720	73,673
8	56,281	64,405	69,407	74,409
9	56,844	65,049	70,101	75,153
10	57,412	65,699	70,802	75,905
11	57,986	66,356	71,510	76,664
12	58,566	67,020	72,225	77,431
13	59,152	67,690	72,947	78,205
14	59,744	68,367	73,677	78,987
15	60,341	69,051	74,414	79,777
16	60,944	69,741	75,158	80,575
17	61,553	70,438	75,909	81,380
18	62,169	71,143	76,669	82,194
19	62,791	71,854	77,435	83,016
20	63,419	72,573	78,210	83,846
21	64,053	73,299	78,992	84,685
22	64,694	74,032	79,782	85,532
23	65,341	74,772	80,579	86,387
24	65,994	75,520	81,385	87,251
25	66,654	76,275	82,199	88,123
26	67,321	77,038	83,021	89,005
27	67,994	77,808	83,851	89,895
28	68,674	78,586	84,690	90,794
29	69,361	79,372	85,537	91,701
30	70,055	80,166	86,392	92,618
31	70,756	80,967	87,256	93,545
32	71,464	81,777	88,128	94,480
33	72,179	82,595	89,010	95,425
34	72,901	83,421	89,900	96,379
35+	73,630	84,255	90,799	97,343