



HARTSELLE

CITY SCHOOLS

VACANCY NOTICE

HARTSELLE CITY SCHOOLS

In accordance with Act 98-147, Hartselle City Schools post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and work site for at least 14 calendar days before the position is to be filled. 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

If a personnel vacancy occurs during the time when the schools are in session, the vacancy notice shall be posted not less than seven calendar days 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 14 calendar days. 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.

ALABAMA FIRST CLASS PRE-K PROGRAM

JOB TITLE: Pre-K Assistant Teacher

School/worksite: F.E. Burlison Elementary

Posting Period: May 20, 2021 – May 26, 2021

Number of Positions: 1

Interested applicants may apply: submit application at the [Teach in Alabama](http://www.alsde.edu/teachinalabama) website at www.alsde.edu/teachinalabama

Reports To: Principal

Deadline for accepting applications: May 26, 2021, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

SUMMARY: Performs any combination of the following instructional tasks in the classroom to assist teaching staff of Pre-K classroom by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.
- Plans, prepares, and develops various teaching aids that support learning.
- Assists in presenting subject matter to students, utilizing a variety of methods and techniques such as authentic learning experiences, discussion, and supervised role playing.
- Assist in TS Gold Assessment and other technology used to support classroom instruction and communication.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Ability to work well with parents of small children.
- Ability to work with children and families from diverse social, economic, and cultural backgrounds.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

An assistant teacher must meet all of the following minimum requirements:

Be at least 19 years of age. Possess a high school diploma or GED. Possess a Child Development Associate Credential (CDA) OR at least 9 credit hours of college coursework in the field of Early Childhood Education or Child Development from a regionally accredited institution. Possess appropriate experience (at least 12 months) working in early childhood or experience in other OSR approved settings.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit, bend, stoops, squat, crouch, kneel, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must routinely lift and/or move up to 10 pounds. The employee must occasionally lift, push, pull and/or move up to 50 pounds. Occasional restraining of out-of-control children is required. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions for short periods of time.

SALARY: "Salary Schedule H" is attached.

**Auxiliary Teacher
OSR Pre-K
Schedule H
9 Months - 187 Days**

Rank: PS

Step	
0	19,992
1	20,213
2	20,435
3	20,657
4	20,879
5	21,100
6	21,322
7	21,544
8	21,766
9	21,987
10	22,209
11	22,653
12	22,653
13	22,653
14	22,653
15	23,207
16	23,207
17	23,207
18	23,207
19	23,207
20	23,761
21	23,761
22	24,593
23	24,593
24	24,593
25	24,814
26	24,814
27	25,719
28	25,719
29	25,719
30+	25,941