



HARTSELLE
CITY SCHOOLS

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.

ALABAMA FIRST CLASS PRE-K PROGRAM

JOB TITLE: Pre-K Lead Teacher

School/worksite: F.E. Elementary School

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

Number of Positions: 1

To apply: submit application at the Teach in Alabama website at www.alsde.edu/teachinalabama

Reports to: Principal

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

JOB DESCRIPTION AND QUALIFICATIONS

SUMMARY: Instructs children in activities designed to promote social/emotional, physical, and cognitive/language growth needed for primary school in preschool, day care center, or other child development facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment, manipulating a variety of art and hand-on learning materials.
- Instructs children in practices of personal cleanliness and self-care.
- Demonstrates the ability to decide on the best use of developmentally appropriate methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.
- Demonstrates qualities of patience, understanding, trustworthiness, and attention to work.
- Possesses a thorough knowledge of the developmental needs of students.
- Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.
- Helps children develop habits of caring for their own clothing, picking up/putting away toys/books, and learn to be a responsible, contributing member of the group.

- Serves meals and refreshments to children.
- Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
- Encourages growth of strong self-concept through successful learning outcomes and experiences with positive relationships.
- Attends professional meetings, writes reports, and maintains records.
- 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.
- The Teacher is responsible for working in a leadership role building a team atmosphere with the Teacher Assistant and other program staff to provide children with a safe and healthy learning environment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Other duties may be assigned as required.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Lead teachers must have at least one of the following:

Human Environmental Science Degree with a concentration in Early Childhood Development or Child Development.

Early Childhood Education degree (B.S., B.A., or M.A./M.S.) with P-3 teacher certification.

Special Education degree in Early Childhood with a minimum of 18 credit hours in early childhood/child development coursework, and teacher certification.

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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Alabama Class B Certificate with proper endorsements.

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and stoop, kneel, crouch, or crawl.

The employee must regularly push, pull, carry, lift and/or move up to 35 pounds. Occasional restraining of out-of-control children is necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

SALARY: Salary Schedule A is attached

**Teacher
Schedule A
9 Months - 187 Days**

Degree:	BS	MA	AA	DR
Rank:	II	I	IA	DR
Step				
0	40,873	47,001	50,681	54,359
1	40,873	47,001	50,681	54,359
2	41,030	47,168	50,681	54,359
3	45,324	52,091	56,214	60,274
4	45,713	52,518	56,645	60,608
5	46,329	53,205	57,355	61,372
6	48,712	55,952	60,227	64,439
7	48,712	55,952	60,227	64,439
8	48,712	55,952	60,227	64,439
9	48,712	55,952	60,227	64,439
10	48,954	56,230	60,527	64,762
11	48,954	56,997	61,375	65,669
12	49,190	57,271	61,670	65,988
13	49,190	57,271	61,670	65,988
14	49,190	57,271	61,670	65,988
15	50,591	58,829	63,314	67,745
16	50,591	58,829	63,314	67,745
17	50,591	58,829	63,314	67,745
18	50,591	58,829	63,314	67,745
19	50,591	58,829	63,314	67,745
20	51,537	59,859	64,386	68,893
21	51,537	59,859	64,386	68,893
22	53,598	62,252	66,962	71,649
23	53,598	62,252	66,962	71,649
24	54,131	62,877	67,631	72,366
25	54,131	62,877	67,631	72,366
26	54,131	62,877	67,631	72,366
27+	56,862	66,042	71,038	76,012