



## 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

#### 1 – Career Technical Teacher (Advanced Manufacturing / Computer Science) – Hartselle High School

School/worksite: Hartselle High School

Specific Information:

Posting Period: June 2, 2021 – June 8, 2021

Interested applicants may contact: Principal

To request transfer, Hartselle City Schools' employees should submit a letter and resume to the Principal.

Deadline for accepting applications: June 8, 2021, or until filled

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### 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 secondary 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 secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as technology instructors, career/technical teachers, or core academic teachers.

#### Job Duties and Tasks for: Secondary 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 secondary 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

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**Teacher  
Schedule A2  
10 Months - 202 Days**

<b>Degree:</b>	<b>BS</b>	<b>MA</b>	<b>AA</b>	<b>DR</b>
<b>Rank:</b>	<b>II</b>	<b>I</b>	<b>IA</b>	<b>DR</b>
<b>Step</b>				
<b>0</b>	44,095	50,709	0	0
<b>1</b>	44,198	50,829	0	0
<b>2</b>	44,369	51,007	58,003	58,722
<b>3</b>	49,015	56,331	60,792	65,180
<b>4</b>	49,436	56,792	61,256	65,542
<b>5</b>	50,101	57,536	62,026	66,369
<b>6</b>	52,679	60,505	65,128	69,687
<b>7</b>	52,679	60,505	65,128	69,687
<b>8</b>	52,679	60,505	65,128	69,687
<b>9</b>	52,679	60,505	65,128	69,687
<b>10</b>	52,941	61,637	66,372	71,017
<b>11</b>	52,941	61,637	66,372	71,017
<b>12</b>	53,192	62,998	66,691	71,358
<b>13</b>	53,192	62,998	66,691	71,358
<b>14</b>	53,192	62,998	66,691	71,358
<b>15</b>	54,709	63,620	68,468	73,261
<b>16</b>	54,709	63,620	68,468	73,261
<b>17</b>	54,709	63,620	68,468	73,261
<b>18</b>	54,709	63,620	68,468	73,261
<b>19</b>	54,709	63,620	68,468	73,261
<b>20</b>	55,730	64,732	69,627	74,503
<b>21</b>	55,730	64,732	69,627	74,503
<b>22</b>	57,958	67,321	72,413	77,482
<b>23</b>	57,958	67,321	72,413	77,482
<b>24</b>	58,537	67,993	73,138	78,257
<b>25</b>	58,537	67,993	73,138	78,257
<b>26</b>	58,537	67,993	73,138	78,257
<b>27+</b>	61,486	71,418	76,823	82,202