



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

Pre-K Lead Teacher

School/worksite: F.E. Burluson Elementary School

Posting Period: November 16, 2022- November 22, 2022

Interested applicants may apply through the Teach in Alabama website:

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500

Deadline for accepting applications: November 22, 2022, 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:

- 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 overstimulation and fatigue.
- Helps children develop habits of caring for their own clothing, picking up/putting away

toys/books, and learning 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.

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.

SALARY SCHEDULE

Teacher				
Schedule A				
9 Months - 187 Days				
Degree:	BS	MA	AA	DR
Rank:	II	I	IA	DR
Step				
0	43,792	50,358	54,301	58,241
1	43,968	50,459	54,437	58,241
2	44,258	50,792	54,796	58,484
3	48,684	55,871	60,276	64,333
4	49,006	56,240	60,674	64,757
5	49,329	56,611	61,074	65,185
6	51,796	59,442	64,128	68,444
7	52,137	59,834	64,551	68,896
8	52,481	60,229	64,977	69,351
9	52,828	60,626	65,406	69,808
10	53,177	61,026	65,838	70,269
11	53,527	61,429	66,272	70,733
12	53,881	61,835	66,710	71,200
13	54,236	62,243	67,150	71,684
14	54,594	62,654	67,593	72,401
15	54,982	63,228	68,194	73,125
16	55,532	63,860	68,876	73,856
17	56,087	64,499	69,565	74,595
18	56,648	65,144	70,261	75,340
19	57,214	65,795	70,964	76,093
20	57,786	66,453	71,673	76,855
21	58,365	67,118	72,390	77,624
22	58,948	67,789	73,113	78,399
23	59,537	68,467	73,844	79,183
24	60,133	69,152	74,583	79,975
25	60,734	69,843	75,329	80,775
26	61,341	70,541	76,082	81,583
27	62,033	71,246	76,843	82,399
28	62,575	71,247	76,843	82,399
29	63,201	71,959	77,611	83,223
30	63,832	72,679	78,387	84,055
31	64,470	73,405	79,171	84,895
32	65,116	74,140	79,963	85,744
33	65,766	74,881	80,763	86,602
34	66,424	75,630	81,570	87,468
35+	67,088	76,386	82,386	88,342