



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.

TEACHER VACANCY

Special Education Teacher

Specific Information:

Location: Hartselle Intermediate 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

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 grade 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.

Job Duties and Tasks for: Special Education 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 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

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