



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.

INSTRUCTIONAL AIDE

School/worksite: Based at Central Office to be assigned to schools: Hartselle High School

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

Interested applicants may: Apply at Teacher in Alabama

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

Qualifications:

1. A high school diploma from an accredited institution
2. Successful completion of at least two years (48 semester hours) of study at an institution of higher education; or, an Associate's Degree; or, successful passage of WorkKeys
2. A current substitute teacher license
3. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

Reports To: Special Services Coordinator, Principal

Job Goal: To assist in providing students the opportunity to reach their full potential.

Performance Responsibilities:

1. Works under the supervision of the school principal or person delegated by the principal.
2. Keeps or helps keep an inventory of all materials and equipment.
3. Attends workshops relating to assigned responsibilities.
4. Projects a favorable image of the school and school system in working with students, parents, and community.
5. Renders services in support of the school program.
6. Performs assigned duties accurately, promptly, courteously, and efficiently.
7. Accepts instructions and strives continuously to improve competencies needed to perform assigned duties.
8. Attends meetings as may be required by the school principal or other delegated persons.
9. Serves on school or system-wide committees.
10. Participates in PTO projects when requested to do so.
11. Performs other assigned duties as may be necessary in the operation of the total school program.

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

Instruction Assistant		
K-12		
Schedule H		
9 Months - 182 Days		
	HOURLY	7.5 HRS/DAY
Rank:	H	0
Step		
0	14.55	19,864
1	14.70	20,063
2	14.84	20,263
3	14.99	20,466
4	15.14	20,671
5	15.29	20,877
6	15.45	21,086
7	15.60	21,297
8	15.76	21,510
9	15.92	21,725
10	16.07	21,942
11	16.24	22,162
12	16.40	22,383
13	16.56	22,607
14	16.73	22,833
15	16.89	23,061
16	17.06	23,292
17	17.23	23,525
18	17.41	23,760
19	17.58	23,998
20	17.76	24,238
21	17.93	24,480
22	18.11	24,725
23	18.29	24,972
24	18.48	25,222
25	18.66	25,474
26	18.85	25,729
27	19.04	25,986
28	19.23	26,246
29	19.42	26,509
30+	19.61	26,774