



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.

ASSISTANT PRINCIPAL

Posting Period: October 20, 2023 - November 2, 2023

Location: To be determined

Interested applicants may apply: Teach in Alabama website -

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

Deadline for accepting applications: November 2, 2023, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

Title: Assistant Principal

Qualifications:

1. Valid Alabama Education Leadership Certificate
2. Valid Alabama Education Certification for either the elementary or secondary level.
3. At least three years of successful experience as a classroom teacher.
4. Such alternatives or additional qualifications as the Board of Education may find appropriate and acceptable.

Reports to: Principal

Job Goal: To assist the principal in carrying out instructional and administrative duties of the school. Serves in areas as directed by the Principal.

Performance Responsibilities:

1. Provide positive leadership in all phases of the school's operation.
2. Prepare and supervise the preparation of reports, records, lists, and other paper work as assigned.
3. Assist in the development, revision, and evaluation of the school curriculum.
4. Assist teachers with the selection of instructional materials and equipment, with the final approval reserved for the principal.
5. Assist in establishing guides for proper student conduct and maintenance of student discipline, and assumes responsibility for the necessary record keeping pertaining thereto.
6. Assist in planning, organizing, and directing the school's special activities.
7. Assist in the operation of support services such as food, health, and library services.
8. Assume major responsibility for school attendance activities and Assist secretarial staff in maintaining accurate student attendance records.
9. Assist in the school's public relations program by helping to keep the community informed of the school's goals, objectives, and policies through working with appropriate communications media.
10. Maintain good relations within the school community.
11. Assist in the implementation of observance of all board policies and regulations.
12. Keep the principal informed of any problems related to the school.
13. Assume responsibility for the operation of the school in the absence of the principal.
14. Assist in supervision and evaluation of school personnel.
15. Perform related duties as required or assigned.

EVALUATION

Performance evaluation shall be in accordance with the provisions of the Board's policies and administrative procedures and guidelines.

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. The terms of employment shall be in accordance with the provisions of the **Hartselle City Board of Education Policy Manual**, the **Students First Act** and the **Hartselle City Board of Education Salary Schedule**.

SALARY SCHEDULE

ASSISTANT PRINCIPAL				ASSISTANT PRINCIPAL				ASSISTANT PRINCIPAL			
ELEMENTARY				JUNIOR HIGH				HIGH			
12 MONTHS				12 MONTHS				12 MONTHS			
SCHEDULE C				SCHEDULE C2				SCHEDULE C3			
DEGREE	MS	EDS	DR	DEGREE	MS	EDS	DR	DEGREE	MS	EDS	DR
RANK	I	IA	DR	RANK	I	IA	DR	RANK	I	IA	DR
STEP				STEP				STEP			
0	73,144	77,082	81,022	0	92,171	99,035	106,084	0	93,093	100,024	107,146
1	73,510	77,468	81,427	1	92,356	99,233	106,296	1	93,280	100,225	107,360
2	73,878	77,856	81,834	2	92,541	99,432	106,508	2	93,467	100,425	107,574
3	74,247	78,245	82,243	3	92,726	99,630	106,723	3	93,653	100,626	107,790
4	74,618	78,636	82,654	4	92,911	99,829	106,936	4	93,841	100,827	108,005
5	74,991	79,030	83,067	5	93,097	100,028	107,149	5	94,029	101,029	108,221
6	75,366	79,424	83,483	6	93,283	100,228	107,363	6	94,216	101,231	108,437
7	75,743	79,821	83,900	7	93,471	100,429	107,578	7	94,405	101,434	108,654
8	76,122	80,221	84,319	8	93,471	100,429	107,578	8	94,405	101,434	108,654
9	76,502	80,622	84,742	9	93,471	100,429	107,578	9	94,405	101,434	108,654
10	76,885	81,025	85,165	10	94,032	101,033	108,225	10	94,972	102,043	109,307
11	77,269	81,430	85,590	11	94,032	101,033	108,225	11	94,972	102,043	109,307
12	77,656	81,837	86,019	12	94,032	101,033	108,225	12	94,972	102,043	109,307
13	78,044	82,247	86,449	13	94,032	101,033	108,225	13	94,972	102,043	109,307
14	78,434	82,658	86,881	14	94,032	101,033	108,225	14	94,972	102,043	109,307
15	78,827	83,071	87,315	15	94,975	102,047	109,311	15	95,926	103,068	110,405
16	79,220	83,486	87,752	16	94,975	102,047	109,311	16	95,926	103,068	110,405
17	79,616	83,903	88,190	17	94,975	102,047	109,311	17	95,926	103,068	110,405
18	80,015	84,323	88,632	18	94,975	102,047	109,311	18	95,926	103,068	110,405
19	80,415	84,745	89,075	19	94,975	102,047	109,311	19	95,926	103,068	110,405
20	80,817	85,168	89,520	20	95,930	103,072	110,410	20	96,889	104,103	111,514
21	81,221	85,594	89,968	21	95,930	103,072	110,410	21	96,889	104,103	111,514
22	81,627	86,023	90,418	22	95,930	103,072	110,410	22	96,889	104,103	111,514
23	82,036	86,452	90,870	23	95,930	103,072	110,410	23	96,889	104,103	111,514
24	82,446	86,885	91,324	24	96,700	103,898	111,295	24	97,667	104,938	112,408
25	82,858	87,319	91,781	25	96,700	103,898	111,295	25	97,667	104,938	112,408
26	83,272	87,756	92,240	26	96,700	103,898	111,295	26	97,667	104,938	112,408
27+	83,688	88,194	92,701	27+	97,281	104,523	111,964	27+	98,254	105,569	113,084