



TEACHER VACANCY NOTICE

In accordance with Act 98-147, the Hartselle City Schools post a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at each school campus and work site at least 7 calendar days before the position is to be filled. 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

If a personnel vacancy occurs during the time when the schools are in session, the vacancy notice shall be posted not less than seven calendar days 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 14 calendar days. 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

Army JROTC Instructor

Specific Information:

Posting Period: December 13, 2023 – December 26, 2023

Interested applicants may apply at:

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

Deadline for accepting applications: December 26, 2023, or until filled

JOB DESCRIPTION AND QUALIFICATIONS

Qualifications:

1. State of Alabama JROTC Certification
2. Army Instructor requirements set by the U.S. Government
3. Such alternatives or additional qualifications as the board of Education may find appropriate and acceptable.

Reports to: Principal and Career Technical Coordinator

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

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

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

TEACHER				
10 MONTHS (202 DAYS)				
SCHEDULE A2				
DEGREE	BS	MS	EDS	DR
RANK	II	I	IA	DR
STEP				
0	48,610	55,631	59,952	64,273
1	49,096	56,187	60,551	64,915
2	49,587	56,749	61,157	65,565
3	54,545	62,424	67,273	72,121
4	55,091	63,048	67,945	72,842
5	55,642	63,679	68,625	73,571
6	58,424	66,863	72,056	77,249
7	59,008	67,531	72,777	78,022
8	59,598	68,207	73,504	78,802
9	60,194	68,889	74,239	79,590
10	60,796	69,578	74,982	80,386
11	61,404	70,273	75,732	81,190
12	62,018	70,976	76,489	82,002
13	62,638	71,686	77,254	82,822
14	63,265	72,403	78,026	83,650
15	63,897	73,127	78,807	84,486
16	64,536	73,858	79,595	85,331
17	65,182	74,597	80,391	86,185
18	65,833	75,343	81,195	87,046
19	66,492	76,096	82,006	87,917
20	67,157	76,857	82,827	88,796
21	67,828	77,626	83,655	89,684
22	68,506	78,402	84,491	90,581
23	69,192	79,186	85,336	91,487
24	69,883	79,978	86,190	92,401
25	70,582	80,778	87,052	93,325
26	71,288	81,585	87,922	94,259
27	72,001	82,401	88,801	95,201
28	72,721	83,225	89,689	96,153
29	73,448	84,057	90,586	97,115
30	74,183	84,898	91,492	98,086
31	74,925	85,747	92,407	99,067
32	75,674	86,604	93,331	100,058
33	76,431	87,470	94,264	101,058
34	77,195	88,345	95,207	102,069
35+	77,967	89,229	96,159	103,089