



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

English Teacher

Specific Information:

Posting Period: December 16, 2023- December 22, 2023

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: December 22, 2023, 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 secondary 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 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 and Tasks for: Secondary 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 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				
9 MONTHS (187 DAYS)				
SCHEDULE A				
DEGREE	BS	MS	EDS	DR
RANK	II	I	IA	DR
STEP				
0	45,000	51,500	55,500	59,500
1	45,450	52,015	56,055	60,095
2	45,905	52,535	56,616	60,696
3	50,495	57,789	62,277	66,766
4	51,000	58,367	62,900	67,433
5	51,510	58,950	63,529	68,108
6	54,085	61,898	66,705	71,513
7	54,626	62,517	67,372	72,228
8	55,173	63,142	68,046	72,950
9	55,724	63,773	68,727	73,680
10	56,281	64,411	69,414	74,417
11	56,844	65,055	70,108	75,161
12	57,413	65,706	70,809	75,912
13	57,987	66,363	71,517	76,672
14	58,567	67,026	72,232	77,438
15	59,152	67,697	72,955	78,213
16	59,744	68,374	73,684	78,995
17	60,341	69,057	74,421	79,785
18	60,945	69,748	75,165	80,583
19	61,554	70,445	75,917	81,388
20	62,170	71,150	76,676	82,202
21	62,791	71,861	77,443	83,024
22	63,419	72,580	78,217	83,855
23	64,054	73,306	78,999	84,693
24	64,694	74,039	79,789	85,540
25	65,341	74,779	80,587	86,395
26	65,994	75,527	81,393	87,259
27	66,654	76,282	82,207	88,132
28	67,321	77,045	83,029	89,013
29	67,994	77,816	83,859	89,903
30	68,674	78,594	84,698	90,802
31	69,361	79,380	85,545	91,710
32	70,054	80,173	86,400	92,628
33	70,755	80,975	87,264	93,554
34	71,463	81,785	88,137	94,489
35+	72,177	82,603	89,019	95,434