



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.

ASSISTANT PRINCIPAL

Posting Period: April 15, 2025 through April 29, 2025

Location: Crestline Elementary School

Interested Applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf959?subdivision=Hartselle%20City>

Deadline for accepting applications: April 29, 2025, 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

Contract: 12 Months

FLSA: Exempt

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 paperwork 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**.

Non-Discrimination Policy

It is the policy of the Hartselle City Board of Education that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity on the basis of sex, race, religion, handicap, national origin, age, or ethnic background.

SALARY SCHEDULE

ASSISTANT PRINCIPAL			
ELEMENTARY			
12 MONTHS			
SCHEDULE C1			
DEGREE	MS	EDS	DR
RANK	I	IA	DR
STEP			
0	76,500	82,500	88,500
1	77,265	83,325	89,385
2	78,038	84,158	90,279
3	78,818	85,000	91,182
4	79,606	85,850	92,094
5	80,402	86,709	93,015
6	81,206	87,576	93,945
7	82,018	88,452	94,884
8	82,838	89,337	95,833
9	83,666	90,230	96,791
10	84,503	91,132	97,759
11	85,348	92,043	98,737
12	86,201	92,963	99,724
13	87,063	93,893	100,721
14	87,934	94,832	101,728
15	88,813	95,780	102,745
16	89,701	96,738	103,772
17	90,598	97,705	104,810
18	91,504	98,682	105,858
19	92,419	99,669	106,917
20	93,343	100,666	107,986
21	94,276	101,673	109,066
22	95,219	102,690	110,157
23	96,171	103,717	111,259
24	97,133	104,754	112,372
25	98,104	105,802	113,496
26	99,085	106,860	114,631
27	100,076	107,929	115,777
28	101,077	109,008	116,935
29	102,088	110,098	118,104
30	103,109	111,199	119,285
31	104,140	112,311	120,478
32	105,181	113,434	121,683
33	106,233	114,568	122,900
34	107,295	115,714	124,129
35+	108,368	116,871	125,370