



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: March 10, 2025 through March 23, 2025

Location: To Be Determined

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: March 23, 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				ASSISTANT PRINCIPAL				ASSISTANT PRINCIPAL			
ELEMENTARY				JUNIOR HIGH				HIGH			
12 MONTHS				12 MONTHS				12 MONTHS			
SCHEDULE C1				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	76,500	82,500	88,500	0	80,000	85,000	90,000	0	85,000	90,000	95,000
1	77,265	83,325	89,385	1	80,800	85,850	90,900	1	85,850	90,900	95,950
2	78,038	84,158	90,279	2	81,608	86,709	91,809	2	86,709	91,809	96,910
3	78,818	85,000	91,182	3	82,424	87,576	92,727	3	87,576	92,727	97,879
4	79,606	85,850	92,094	4	83,248	88,452	93,654	4	88,452	93,654	98,858
5	80,402	86,709	93,015	5	84,080	89,337	94,591	5	89,337	94,591	99,847
6	81,206	87,576	93,945	6	84,921	90,230	95,537	6	90,230	95,537	100,845
7	82,018	88,452	94,884	7	85,770	91,132	96,492	7	91,132	96,492	101,853
8	82,838	89,337	95,833	8	86,628	92,043	97,457	8	92,043	97,457	102,872
9	83,666	90,230	96,791	9	87,494	92,963	98,432	9	92,963	98,432	103,901
10	84,503	91,132	97,759	10	88,369	93,893	99,416	10	93,893	99,416	104,940
11	85,348	92,043	98,737	11	89,253	94,832	100,410	11	94,832	100,410	105,989
12	86,201	92,963	99,724	12	90,146	95,780	101,414	12	95,780	101,414	107,049
13	87,063	93,893	100,721	13	91,047	96,738	102,428	13	96,738	102,428	108,119
14	87,934	94,832	101,728	14	91,957	97,705	103,452	14	97,705	103,452	109,200
15	88,813	95,780	102,745	15	92,877	98,682	104,487	15	98,682	104,487	110,292
16	89,701	96,738	103,772	16	93,806	99,669	105,532	16	99,669	105,532	111,395
17	90,598	97,705	104,810	17	94,744	100,666	106,587	17	100,666	106,587	112,509
18	91,504	98,682	105,858	18	95,691	101,673	107,653	18	101,673	107,653	113,634
19	92,419	99,669	106,917	19	96,648	102,690	108,730	19	102,690	108,730	114,770
20	93,343	100,666	107,986	20	97,614	103,717	109,817	20	103,717	109,817	115,918
21	94,276	101,673	109,066	21	98,590	104,754	110,915	21	104,754	110,915	117,077
22	95,219	102,690	110,157	22	99,576	105,802	112,024	22	105,802	112,024	118,248
23	96,171	103,717	111,259	23	100,572	106,860	113,144	23	106,860	113,144	119,430
24	97,133	104,754	112,372	24	101,578	107,929	114,275	24	107,929	114,275	120,624
25	98,104	105,802	113,496	25	102,594	109,008	115,418	25	109,008	115,418	121,830
26	99,085	106,860	114,631	26	103,620	110,098	116,572	26	110,098	116,572	123,048
27	100,076	107,929	115,777	27	104,656	111,199	117,738	27	111,199	117,738	124,278
28	101,077	109,008	116,935	28	105,703	112,311	118,915	28	112,311	118,915	125,521
29	102,088	110,098	118,104	29	106,760	113,434	120,104	29	113,434	120,104	126,776
30	103,109	111,199	119,285	30	107,828	114,568	121,305	30	114,568	121,305	128,044
31	104,140	112,311	120,478	31	108,906	115,714	122,518	31	115,714	122,518	129,324
32	105,181	113,434	121,683	32	109,995	116,871	123,743	32	116,871	123,743	130,617
33	106,233	114,568	122,900	33	111,095	118,040	124,980	33	118,040	124,980	131,923
34	107,295	115,714	124,129	34	112,206	119,220	126,230	34	119,220	126,230	133,242
35+	108,368	116,871	125,370	35+	113,328	120,412	127,492	35+	120,412	127,492	134,574