



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

Career Technical Teacher- Education and Training

School/worksite: Hartselle High School

Posting Period: April 11, 2025 through April 17, 2025

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: April 17, 2025, 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

Contract: 10 Months

FLSA: Exempt

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***.

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

TEACHER				
10 MONTHS (202 DAYS)				
SCHEDULE A2				
DEGREE	BS	MS	EDS	DR
RANK	II	I	IA	DR
STEP				
0	51,850	56,744	61,151	65,558
1	52,066	57,311	61,762	66,214
2	52,282	57,884	62,380	66,876
3	55,642	63,672	68,618	73,564
4	56,198	64,309	69,304	74,299
5	56,760	64,952	69,997	75,042
6	59,598	68,200	73,497	78,794
7	60,194	68,882	74,232	79,583
8	60,796	69,571	74,974	80,378
9	61,404	70,267	75,724	81,181
10	62,017	70,969	76,481	81,994
11	62,637	71,679	77,246	82,814
12	63,264	72,396	78,018	83,642
13	63,897	73,120	78,798	84,478
14	64,536	73,851	79,587	85,323
15	65,181	74,590	80,383	86,176
16	65,833	75,335	81,187	87,038
17	66,490	76,088	81,998	87,908
18	67,156	76,850	82,819	88,787
19	67,828	77,618	83,646	89,675
20	68,506	78,394	84,484	90,572
21	69,191	79,179	85,328	91,478
22	69,883	79,970	86,182	92,393
23	70,582	80,770	87,043	93,316
24	71,288	81,578	87,913	94,250
25	72,001	82,393	88,793	95,192
26	72,721	83,218	89,680	96,144
27	73,448	84,049	90,577	97,106
28	74,183	84,890	91,483	98,077
29	74,925	85,739	92,398	99,057
30	75,674	86,596	93,322	100,047
31	76,432	87,462	94,255	101,049
32	77,196	88,337	95,197	102,059
33	77,969	89,220	96,150	103,079
34	78,749	90,113	97,111	104,110
35+	79,536	91,013	98,082	105,151