

DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE
DECATUR, ALABAMA 35601
www.dcs.edu



PHONE (256) 552-3000
Email: Yvette.Evans@dcs.edu

MEMORANDUM

TO: All Personnel
FROM: Yvette Evans 
DATE: November 17, 2023
SUBJECT: **Teacher Vacancies**

The following positions are open and will be filled by the Decatur City Board of Education:

AUSTIN JUNIOR HIGH SCHOOL

**Family and Consumer Sciences Teacher
Library Media Specialist**

OPEN UNTIL FILLED

Persons interested in the above positions should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: www.dcs.edu entitled "Jobs."

Once you have completed your online application, to be considered for a specific job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

NOTE: You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

Decatur City Schools

JOB TITLE: Family and Consumer Sciences Teacher

SUMMARY: Instruct students in vocational education programs or technical education programs performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.

Administers tests to evaluate pupil progress and records results.

Demonstrates the ability to decide on the best use of methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.

Demonstrates qualities of patience, understanding, trustworthiness and attention to work.

Possesses a thorough knowledge of the subject in order to arouse the students' interest.

Issues reports to inform parents of student progress.

Keeps attendance records.

Maintains discipline in classroom.

Meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences and teacher training workshops.

Performs related duties, such as sponsoring one or more activities or student organizations.

Assists pupils in selecting course of study.

Counsels student in adjustment and academic problems.

Plans and supervises work of students, individually or in small groups, in shop or laboratory.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

TERMS OF EMPLOYMENT:

9 Months

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B.A.) from four year college or university with certification appropriate for this area.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Alabama Class B certificate with appropriate endorsement.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

April 5, 1996

Decatur City Schools

JOB TITLE: Library Media Specialist

SUMMARY: Manages library by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Manages and promotes the program, collection center and activities.

Secures, organizes and ensures the school community has access to appropriate resources.

Collaborates with classroom teachers to ensure students acquire skills to access, evaluate and communicate information, and to develop knowledge of good literature.

Confers with teachers as an instructional consultant, to seek ways to improve instruction by improving resources or applying new technologies.

Adheres to ethical and legal principles related to school library media programs, including intellectual freedom, copyright, and confidentiality of information.

Manages technology available in the media center. Assists with supervision of computer lab (Austin and Decatur High Schools only).

Uses systematic procedures for selecting, acquiring, organizing, classifying, cataloging, maintaining and inventorying a relevant collection.

Participates as a member of instructional team in the design, implementation and evaluation of instruction.

Assists students and teachers in locating, retrieving, and interpreting information in various formats. Retrieves needed information from sources to meet user requests.

Trains employees engaged in cataloguing, locating, filing, or copying selected material.

Attends professional meetings, writes reports, and maintains records.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Master's degree (M.A.) and current certification from State Department of Education as a Library Media Specialist.

LANGUAGE SKILLS:

Ability to read and interpret documents, instructions and operating manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or adults.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to solve problems and carry out instructions furnished in written or oral form.

Knowledge and skill in operation of computer and computer programs.

CERTIFICATES, LICENSES, REGISTRATIONS:

Alabama Class A Certificate with proper endorsements.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk, balance, crouch, squat, bend, kneel, stoop, climb, use hands to finger, handle, or feel objects, tools, or controls; and reach and lift with hands and arms. The employee is occasionally required to sit or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally push, pull, carry, lift and/or move up to 35 pounds. Occasional restraining of out of control students is necessary. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus and color discrimination.

WORK ENVIRONMENT:

The noise level in the work environment is usually quiet. Level increases to very loud when supervising large group activities.

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DECATUR CITY SCHOOLS
Annual Salary Schedule
2023-2024

Schedule A2
Teacher
9 Months, 187 Days

Years Experience/ Step	Degree/Rank			
	BS	MA	AA	ID
0	44,746	51,444	56,006	59,484
1	45,038	51,556	56,414	59,653
2	45,409	51,696	56,828	60,060
3	50,128	57,057	62,675	66,023
4	51,115	58,089	63,700	67,049
5	51,518	58,535	64,144	67,500
6	54,003	60,729	66,510	69,960
7	54,003	61,186	66,971	70,422
8	54,294	61,647	67,431	70,880
9	55,408	62,811	68,589	72,041
10-11	55,831	63,270	69,050	72,500
12-13	57,125	64,598	70,406	73,874
14	57,450	64,926	70,739	74,199
15	57,999	65,546	71,415	74,908
16-17	58,334	65,885	71,746	76,087
18	59,168	66,717	72,581	76,847
19	59,168	67,111	72,581	77,615
20	59,168	67,782	73,106	78,392
21	59,532	68,460	73,838	79,176
22	60,960	69,145	74,575	79,967
23	60,960	69,836	75,321	80,767
24	61,621	70,535	76,075	81,575
25	61,949	71,240	76,836	82,391
26	62,568	71,952	77,604	83,215
27	63,669	72,671	78,380	84,047
28	63,827	73,398	79,163	84,887
29	64,465	74,133	79,955	85,736
30	65,109	74,874	80,754	86,594
31	65,759	75,622	81,562	87,459
32	66,418	76,379	82,378	88,333
33	67,081	77,143	83,202	89,217
34	67,752	77,914	84,034	90,110
35	68,430	78,693	84,874	91,010