

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: December 4, 2023
SUBJECT: **Instructional Aide Vacancy**

The following position is open and will be filled by the Decatur City Board of Education:

DECATUR CITY SCHOOLS

**Instructional Aide-3 positions
(7 hrs./182 days)**

OPEN UNTIL FILLED

Persons interested in the above position 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 certain 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: Instructional Aide

SUMMARY: Performs any combination of the following instructional tasks in the classroom to assist teaching staff of elementary or secondary school by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Discusses assigned teaching area with classroom teacher to coordinate instructional efforts.

Plans, prepares, and develops various teaching aids such as bibliographies, charts and graphs.

Assists in presenting subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.

Administers, and grades examinations.

Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Minimum of two years post-secondary earned credit (48 hours) or associates degree or passing scores on WorkKeys Level 3 assessment.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

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 carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS:

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

The employee must routinely lift and/or move up to 10 pounds. The employee must occasionally lift, push, pull and/or move up to 50 pounds. Occasional restraining of out-of-control children is required. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions for short periods of time.

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.

DECATUR CITY SCHOOLS
Annual Salary Schedule
2023-2024

Schedule K
Full & Part-Time Aides
***Grandfathered**

Rank						
Rank	KH*	KJ	KK	KV	KL	KM
Step	182 Days					187 Days
	4.0 Hours	6.0 Hours	7.0 Hours	7.5 Hours	8.0 Hours	7.5 Hours
0	14,708	19,528	22,783	24,410	26,037	25,080
1	15,083	20,131	23,486	25,163	26,841	25,855
2	15,519	20,828	24,299	26,036	27,772	26,751
3	15,922	21,479	25,059	26,849	28,640	27,587
4	16,380	22,217	25,919	27,771	29,622	28,533
5	16,841	23,008	26,842	28,760	30,678	29,549
6-11	17,355	23,903	27,887	29,879	31,871	30,699
12-14	17,842	24,752	28,877	30,940	33,003	31,790
15-19	18,131	25,255	29,465	31,569	33,673	32,436
20-24	18,418	25,755	30,048	32,194	34,340	33,079
25-29	18,787	26,357	30,750	32,946	35,142	33,851
30	19,179	26,977	31,473	33,721	35,969	34,648

Rank					
Rank	KP	KQ	KT	KS	KU
Step	202 Days		12 Months		
	7.0 Hours	8.0 Hours	7.0 Hours	7.5 Hours	8.0 Hours
0	25,286	28,898	30,043	32,188	34,334
1	26,067	29,791	30,970	33,183	35,395
2	26,970	30,823	32,044	34,333	36,621
3	27,813	31,786	33,045	35,405	37,766
4	28,767	32,878	34,179	36,621	39,062
5	29,792	34,049	35,397	37,925	40,453
6-11	30,951	35,373	36,774	39,401	42,027
12-14	32,050	36,629	38,080	40,800	43,520
15-19	32,702	37,374	38,854	41,629	44,405
20-24	33,350	38,114	39,624	42,454	45,284
25-29	34,128	39,004	40,549	43,445	46,342
30	34,932	39,923	41,504	44,468	47,433