

# DECATUR CITY SCHOOLS


Office of Human Resources

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



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## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: March 6, 2024  
SUBJECT: Teacher Vacancy

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

## CAREER ACADEMIES OF DECATUR

### CTE Teacher – Engineering

#### 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](http://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.

**January 12, 2015**

**Decatur City Schools**

**JOB TITLE: Career and Technical Education Teacher**

**SUMMARY:** To instruct students in occupational, career and technical, and/or vocational subjects by performing the following:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Demonstrate qualities of patience, understanding, trustworthiness and attention to work.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
- Confer with parents or guardians, other teachers, counselors and administrators to resolve students' behavioral and academic problems.
- Enforce all administrative policies and rules governing students.
- Possess a thorough knowledge of subject-matter in order to arouse the interest of students.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Plan and supervise the work of students individually or in small groups, in the shop or laboratory.
- Keep informed about trends in education and subject matter specialties.
- Maintain accurate and complete student records as required by law, district policy, and administrative regulations.
- Keep attendance records.
- Prepare materials and classroom for learning activities.
- Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.
- Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.
- Meet with other professionals to discuss individual students' needs and progress.
- Observe and evaluate students' performance, behavior, social development, and physical health.
- Assign and grade class work and homework.
- Attend staff meetings and serve on committees, as required.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

### **Career and Technical Education Teacher**

- Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Select, order, store, issue, and inventory classroom equipment, materials, and supplies.
- Prepare reports on students and activities as required by administration.
- Instruct students in the knowledge and skills required in a specific occupation or occupational field, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies.
- Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- Guide and counsel students with adjustment or academic problems, or special academic interests.
- Instruct and monitor students in the use and care of equipment and materials to prevent injury and damage.
- Prepare and implement remedial programs for students requiring extra help.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of secondary school programs.
- Plan and supervise work-experience programs in businesses, industrial shops, and school laboratories.
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Place students in jobs or make referrals to job placement services.
- Demonstrate 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.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned

### **TERMS OF EMPLOYMENT:**

10 Month Contract

### **QUALIFICATION REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

Bachelor's degree (Bachelor of Arts or Bachelor of Science) from a four-year college or university in Career and Technical Education; Career and Technical Educational Certification, or Related Job Experience.

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**Career and Technical Education Teacher**

**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 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 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 and/or Active Alabama license in Career and Technical Education.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or 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 frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions, 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.

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule AA**  
**Teacher**  
**10 Months, 202 Days**

Years Experience/ Step	Degree/Rank			
	BS	MA	AA	ID
0	48,336	55,571	60,498	64,256
1	48,651	55,692	60,939	64,437
2	49,052	55,842	61,387	64,877
3	54,149	61,634	67,703	71,318
4	55,216	62,748	68,810	72,427
5	55,651	63,230	69,289	72,914
6	58,335	65,600	71,845	75,572
7	58,335	66,094	72,344	76,071
8	58,649	66,592	72,839	76,565
9	59,853	67,848	74,091	77,820
10-11	60,310	68,345	74,589	78,315
12-13	61,707	69,779	76,053	79,800
14	62,059	70,134	76,413	80,151
15	62,651	70,804	77,144	80,917
16-17	63,014	71,169	77,502	82,190
18	63,914	72,068	78,402	83,011
19	63,914	72,494	78,402	83,841
20	63,914	73,219	78,970	84,680
21	64,308	73,951	79,760	85,527
22	65,850	74,692	80,558	86,382
23	65,850	75,438	81,362	87,246
24	66,564	76,193	82,177	88,118
25	66,918	76,954	82,998	88,999
26	67,587	77,724	83,829	89,890
27	68,777	78,500	84,667	90,788
28	68,946	79,287	85,514	91,697
29	69,635	80,078	86,369	92,614
30	70,331	80,880	87,231	93,539
31	71,035	81,688	88,105	94,474
32	71,746	82,506	88,986	95,419
33	72,463	83,330	89,876	96,374
34	73,187	84,164	90,774	97,338
35	73,919	85,005	91,682	98,311