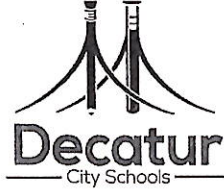


DECATUR CITY SCHOOLS


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: March 8, 2024
SUBJECT: **Guidance Counselor Vacancy**

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

DECATUR HIGH SCHOOL

Guidance Counselor (12 months)

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 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.

April 5, 1996

Decatur City Schools

JOB TITLE: High School Guidance Counselor

SUMMARY: Counsels individuals and provides group educational and vocational guidance services by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

Provides appropriate individual and group counseling and guidance.

Implements an effective personal professional growth plan.

Exhibits positive human relations skills.

Utilizes and coordinates effective strategies that assist in students in the scholarship search process.

Develops and maintains comprehensive records and reports.

Utilizes and coordinates community resources in addressing the needs of students.

Organizes and conducts events.

Exhibits professional moral and ethical values and leadership.

Engages in research and follow-up activities to evaluate counseling techniques.

Directs large group presentations on a variety of subjects.

Complies with local, state and federal policies, regulations and laws affecting areas of responsibility as well as the American School Counselor Association Code of Ethics.

Organizes and assists in test administration and evaluation.

Demonstrates excellent written and oral communication skills.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

TERMS OF EMPLOYMENT:

Twelve (12) Month Contract

QUALIFICATION REQUIREMENTS

EDUCATION and/or EXPERIENCE:

Master's degree (M.A.) with an Alabama Rank I certificate with an endorsement in Guidance and Counseling. An endorsement in Special Education is also preferred. Must have three years successful teaching experience.

LANGUAGE SKILLS:

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

MATHEMATIAL 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 define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Alabama Class A Certificate with an endorsement in Guidance and Counseling.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, and walk for extended periods of up to 6 hours, and use hands to finger, handle, or feel objects. The employee is occasionally required to stoop, bend, squat, climb stairs, crouch and kneel.

The employee must frequently lift and/or move up to 10 pounds. The employee is occasionally required to push, pull, lift, carry and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

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

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 AI
Teacher
12 Months

Years Experience/ Step	Degree/Rank			
	BS	MA	AA	ID
0	57,429	66,025	71,879	76,344
1	57,803	66,168	72,403	76,559
2	58,279	66,347	72,934	77,081
3	64,334	73,228	80,439	84,734
4	65,602	74,553	81,754	86,051
5	66,119	75,125	82,323	86,631
6	69,309	77,941	85,360	89,788
7	69,309	78,527	85,952	90,380
8	69,681	79,119	86,542	90,969
9	71,112	80,612	88,028	92,459
10-11	71,654	81,202	88,621	93,047
12-13	73,315	82,906	90,361	94,811
14	73,733	83,328	90,787	95,229
15	74,438	84,123	91,656	96,138
16-17	74,867	84,558	92,081	97,651
18	75,938	85,626	93,152	98,627
19	75,938	86,132	93,152	99,613
20	75,938	86,993	93,826	100,610
21	76,405	87,863	94,765	101,616
22	78,237	88,742	95,712	102,631
23	78,237	89,629	96,668	103,658
24	79,087	90,526	97,636	104,694
25	79,507	91,430	98,613	105,741
26	80,302	92,345	99,599	106,799
27	81,715	93,268	100,594	107,868
28	81,916	94,201	101,600	108,946
29	82,735	95,143	102,616	110,036
30	83,561	96,095	103,642	111,136
31	84,398	97,055	104,679	112,247
32	85,242	98,026	105,726	113,369
33	86,094	99,006	106,784	114,503
34	86,955	99,997	107,851	115,649
35	87,825	100,996	108,929	116,804