

# DECATUR CITY SCHOOLS


Office of Human Resources

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



PHONE (256) 552-3000  
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## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: March 22, 2024  
SUBJECT: **Teacher Vacancy**

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

### WEST DECATUR ELEMENTARY SCHOOL

#### Pre-K - 5 Teacher

#### 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.

## **Decatur City Schools**

### **JOB TITLE: Pre-K Teacher**

**SUMMARY:** Instructs children in activities designed to promote social/emotional, physical, and cognitive/language growth needed for primary school in preschool, day care center, or other child development facility by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.  
Plans individual and group activities to stimulate growth in language, social, and motor skills such as learning to listen to instructions, playing with others, and using play equipment, manipulating variety of art and hands on learning materials.

Instructs children in practices of personal cleanliness and self care.

Demonstrates the ability to decide on the best use of developmentally appropriate 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 developmental needs of students.

Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.

Helps children develop habits of caring for own clothing, picking up/putting away toys/books, and learn to be a responsible, contributing member of the group.

Serves meals and refreshments to children.

Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.

Encourages growth of strong self concept thru successful learning outcomes and experiences with positive relationships.

Attends professional meetings, writes reports, and maintains records.

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

Other duties may be assigned as required.

## **QUALIFICATION REQUIREMENTS**

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

Bachelor's degree (B.A./B.S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Alabama Class B Certificate with proper endorsements.

### **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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and stoop, kneel, crouch, or crawl.

The employee must regularly push, pull, carry, lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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: Elementary Education Teacher**

**SUMMARY:** Teaches elementary school students academic, social, and motor skills by performing the following duties.

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

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 matter.

Prepares, administers, corrects tests, and records results.

Assigns work, corrects papers, and hears oral presentations.

Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.

Maintains order among students in immediate area.

Counsels pupils when adjustment and academic problems arise.

Discusses pupils' academic achievements and behavioral concerns with parents.

Keeps attendance and grade records as required by school.

Coordinates class field trips.

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

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
Other duties as assigned.

**TERMS OF EMPLOYMENT:**  
9 Month Contract

**QUALIFICATION REQUIREMENT**

**EDUCATION and/or EXPERIENCE:**  
Bachelor's degree (B.A./B.S.) from four-year college or university.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret teacher textbooks, 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.

**PHYSICAL DEMANDS:**

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

The employee must occasionally lift and/or move up to 10 pounds and infrequently 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.

The employee is occasionally exposed to outside weather conditions.

**DISCLAIMER:**

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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