

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: April 1, 2024
SUBJECT: **Teacher Vacancies**

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

AUSTIN JUNIOR HIGH SCHOOL
Guidance Counselor (8 hrs./12 months)
Business Education Teacher

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.

April 5, 1996

Decatur City Schools

JOB TITLE: Junior 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

JOB TITLE: Business Education Teacher

SUMMARY: Instruct students in vocational education programs or technical education programs 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.

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 Month Contract

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, 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 occasionally lift and/or move up to 35 pounds. Occasional restraining of out of control children is required. 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 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 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 |

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 |