



FORT PAYNE CITY SCHOOLS

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December 19, 2023

The Fort Payne City Board of Education announces the following vacancies in the Fort Payne City School System. Certified position applications will only be accepted through Teach in Alabama, until the positions are filled. **Certified Applications are no longer accepted on site.** Support applications will be accepted at the Central Office. Vacancies are posted at the following locations: Wills Valley Elementary School, Williams Avenue Elementary School, Fort Payne Middle School, Fort Payne High School, Maintenance/Transportation Facility, Central Office, FPCS Web-Page, Handshake, Teach in Alabama and all HBCU's. The Fort Payne Board of Education is an equal opportunity employer.

LOCATION	TITLE	JOB DESCRIPTION	QUALIFICATIONS	SALARY
Transportation 11/8/2023	Assistant Mechanic	To Keep the district's school buses and other vehicles in a safe operating condition, determine needed repairs and/or replacements on vehicles; provide written documentation of repairs to meet district, state and federal requirements. Train Potential new bus drivers to obtain a School Bus Driver's Certificate.	<p>A high school diploma or equivalent.</p> <p>Must be capable of obtaining a Class B Commercial Driver's License and an Alabama State Department of Education School Bus Driver's Certificate within six (6) months of employment. Must pass a pre-employment drug/alcohol test and participate in system drug/alcohol testing program. Must pass an annual DOT physical. Must not have more than two at fault motor vehicle accidents or moving traffic violations on your driving record for the past five years.</p> <p>Local Mechanic Certification is required and consists of the following:</p> <p>(a) Completion of a certified auto/diesel mechanic's apprenticeship OR</p> <p>(b) Written proof of three consecutive years' experience as an auto or truck mechanic OR</p> <p>© Written proof of three consecutive years' experience as a mechanic's helper in a school bus shop maintaining buses for pupil transportation.</p> <p>Any individual who meets one of the above qualifications and is hired as a school bus mechanic within six (6) months of employment, pass the school bus certification test administered by the State of Alabama.</p>	Assistant Mechanic Salary Schedule

<p>Central Office 11/17/2023</p>	<p>Accounts Payable/Receptionist</p>	<p>Welcome, assist, and refer visitors in a courteous and professional manner. Answer, transfer, and direct incoming phone calls. Daily mail pickup and delivery, Sort and distribute as needed. Perform a variety of clerical duties and routines as assigned. Perform a variety of A/P duties, including issuing a Purchase Order, coding and posting of invoices, preparing spreadsheets. Manage Classroom Instructional Supply Funds. Processing leave records and various personnel actions. Assist with managing timekeeping system, preparing payroll and solving payroll issues. Serve as backup to System-wide Bookkeeper and Payroll Clerk. Maintain confidentiality, adherence to policy, procedures, and regulations. Travel as necessary. Appropriate Office Attire. Keep supervisor informed of potential problems and unusual events. Perform other duties as assigned by the Superintendent or CSFO.</p>	<p>Minimum of a High School Diploma Associate's or Bachelor's Degree preferred. Knowledge of standard office equipment and software.</p>	<p>Accounts Payable/ Receptionist Salary Schedule</p>
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<p>Central Office 11/17/1023</p>	<p>Bookkeeper/Payroll Assistant</p>	<p>Perform a variety of A/P duties: including issuing Pos, coding and posting of invoices, preparing spreadsheets, posting journal entries, printing checks. Manage absence management/substitute and time tracking systems. Assist in preparing and making bank deposits. Assist with managing Classroom Instructional Supply funds. Assist with processing leave records and various personnel actions. Serve as backup to System-wide Bookkeeper PR Manager. Maintain confidential, adhere to policies, procedures and regulations. Perform other duties as assigned by the Superintendent and CSFO</p>	<p>Minimum of a High School Diploma. Associate's or BS in finance-related field and experience in bookkeeping/payroll preferred. Knowledge of computer software, including spreadsheets and word processing.</p>	<p>Accounts Payable/ Receptionist Salary Schedule</p>
<p>FPHS 10/27/2023</p>	<p>Building Construction Teacher</p>	<p>To implement an educational program for the designated grade level and career technical subject area of Building Construction using the current designated course of study.</p> <p>To serve as an integral part of school system facilitating instruction career opportunities for students.</p>	<p>BS Degree in area with 3600 clock hours or 2 years experience completed within 5 years. Less than a BS Degree in area 5,400 clock hours or 3 years completed with 7 years experience and high school diploma or GED. Passing score on required Occupational Proficiency Assessment. Passing score on required WorkKeys Skill Assessment. Meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>

FPHS 12/19/202	English Language Arts Teacher	To teach and educate students according to the guideline provided by the ALSDE in the area of English Language.	Appropriate Alabama Teacher Certification in the area of Secondary English Language Arts and meet all requirements deemed by the ALSDE.	Alabama Teacher Salary Schedule
System-wide 11/17/2023	SPE Aide	The job of the Special Education Teacher's Aide was established for the purpose of providing support to the instructional program within as assigned school with specific responsibility of assisting in the supervision and instruction of special needs students, severely special needs students; observing and documenting student's progress, implementing plans for instruction; assisting by providing for special health care needs. Assist students in bus travel as stated in IEP.	Associate Degree or Equivalent hours OR Passing Scores from WorkKeys Test	SPE Aide Salary Schedule
System-wide 11/13/2023	Elementary Teachers	To teach and educate students according to the guidelines provided by the ALSDE in the area of K-6 Elementary Education.	Appropriate Alabama Teacher Certification in the area of K-6 Elementary and meet all requirements deemed by the ALSDE.	Alabama Teacher Salary Schedule

<p>System-wide 8/25/23</p>	<p>Data Manager/ Technology Integration Specialist</p>	<p>Administer, manage, and maintain the student information system and other data systems. Develop and implement procedures for effective data management for staff. Along with the Technology Coordinator, oversee and manage staff access rights and maintain the integrity and security of the student information system and other data systems. Assist in producing and the submission of state and federal reports. Collaborate with school staff with scheduling and grading issues. Participate in data migration and data integration activities. Assist parents with the student information system and online enrollment. Lead efforts to keep data up to date, error free and free of duplicates. Coordinate efforts with the schools when new data needs top be entered. Assist schools with beginning and end of year rollouts and taking up 1:1 devices. Provide training for staff, including in-person, virtual and recorded training. Communicate effectively in both verbal and written formats.</p>	<p>BS Degree, Master's Degree preferred. Valid Alabama Teaching Certificate. Minimum of 3 years teaching experience Proven experience using student information systems and other data systems, computers, Microsoft Products, Google Applications, Promethean Boards and experience with 1:1 device.</p>	<p>Alabama Teacher Salary Schedule 10-month position</p>
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System-wide 10-27-2023	EL Teacher	Instruct students that have deficiencies in the verbal and written use of the English Language.	Appropriate Alabama Teacher Certification in the area of courses being taught and meet all requirements deemed by the ALSDE. EL Certification preferred; Experience working with EL Students preferred, BILINGUAL PREFERRED.	Alabama Teacher Salary Schedule
System-wide 8-2-2022	SPE Aide Part-time Transportation	Assist student in bus travel as state in I.E.P. Assist in the supervision and instruction of special needs students, severely special needs students, observing and documenting student's progress, implementing plans for instruction, assisting by providing special health care needs.	High School Diploma	\$15.00 per hour

<p>System-Wide 10/7/2022</p>	<p>SPE Aide Hearing Impaired Exp Required</p>	<p>The job of the Special Education Teacher's Aide was established for the purpose of providing support to the instructional program within as assigned school with specific responsibility of assisting in the supervision and instruction of special needs students, severely special needs students; observing and documenting student's progress, implementing plans for instruction; assisting by providing for special health care needs. Assist students in bus travel as stated in IEP.</p>	<p>2 Year Associates Degree Preferred or WorkKeys Assessment with a score of 3 or higher on the following areas:</p> <ul style="list-style-type: none"> • Workplace Documents • Applied Math • Business Writing <p>Experience working with Hearing Impaired Preferred</p>	<p>SPE Aide Salary Schedule</p>
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System- Wide 9/15/2020 6/15/2023 (Continuously posted)	Custodians	Fulfill all custodial duties as assigned by the Building Principal.	Experience in custodial work preferred	Custodian Salary Schedule
System- Wide 10/25/2019 (Continuously posted)	Bus Drivers	Transport students to and from school and perform all duties assigned by the Transportation Supervisor.	Proper CDL for public school transportation with a School Bus Endorsement Certification issued by the ALSDE.	Bus Driver Salary Schedule

System- Wide 10/25/2019 (Continuously posted)	CNP Workers	Perform all Child Nutrition related duties as assigned by the Lunchroom Manager.	Demonstrate aptitude for successful performance of the CNP Worker schedule	CNP Worker Salary Schedule
System- Wide 10/25/2019 (Continuously posted)	Substitute Custodian Workers	Fulfill all custodial duties as assigned by the Building Principal.	Experience in custodial work preferred	Sub Pay \$80 full day \$40 half day Effective 8-1-2022
System- Wide 10/25/2019 (Continuously posted)	Substitute CNP Workers	Perform all Child Nutrition related duties as assigned by the Lunchroom Manager.	Demonstrate aptitude for successful performance of the CNP Worker schedule	Sub Pay \$80 full day \$40 half day Effective 8-1-2022

<p>System- Wide 10/25/2019</p> <p>(Continuously posted)</p>	<p>Substitute Bus Drivers</p>	<p>Transport students to and from school and perform all duties assigned by the Transportation Supervisor.</p>	<p>Proper CDL for public school transportation with a School Bus Endorsement Certificate issued by the ALSDE</p>	<p>Sub Pay \$80 full route \$40 half route Effective 8-1-2022</p> <p>Extra- curricular Trips \$15.00 per hour 2 hours Minimum</p>
<p>System- Wide 10/25/2019</p> <p>(Continuously posted)</p>	<p>Substitute Nurses</p>	<p>Assist administrators and teachers in carrying out the school health program. Serve as education and medical resource person for Teachers and Principals. Administer first aid in accordance with established first aid procedures. Make recommendations to Principal on health needs of individual students. Assist with all other duties as deemed necessary.</p>	<p>Alabama valid LPN License Alabama or valid RN License</p>	<p>\$100 per day</p>

System- Wide 10/25/2019 (Continuously posted)	Substitute Teachers You must first submit a resume. If accepted, you will be notified by the Central Office to complete an application	Carry out lesson plans as prepared by the regular classroom teacher. Maintain a classroom environment conductive to effective learning within the limits of the resources provided by the district. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities. Establish and maintain cooperative relations with students, parents and school personnel.	High School diploma Alabama Substitute Teacher license Certified Alabama Teaching Certificate (current).	\$100 per day No degree required, but substitute training (either in person or virtual) is required. Effective 8-1-2022 NO CHANGE \$105 per day Hold a current Alabama Teaching Certificate, substitute training (either in person or virtual) is required. Effective 8-1-2023
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