



## FORT PAYNE CITY SCHOOLS

205 45<sup>TH</sup> Street NE •Fort Payne, AL 35967 • Tel: 256.845.0915

**January 25, 2024**

The Fort Payne City Board of Education announces the following vacancies in the Fort Payne City School System.

**Certified Applications are no longer accepted on site.** Certified position applications will only be accepted through Teach in Alabama, until the positions are filled. See link below.

[https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500)

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
Central Office 11/17/1023	Bookkeeper/Payroll Assistant	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.	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.	Accounts Payable/ Receptionist Salary Schedule

System-wide 10/27/2023	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
System-wide 8/25/23	Data Manager/ Technology Integration Specialist		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.	Alabama Teacher Salary Schedule 10-month position

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
System-Wide 10/7/2022	SPE Aide Hearing Impaired Exp Required	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.	2 Year Associates Degree Preferred or WorkKeys Assessment with a score of 3 or higher on the following areas: <ul style="list-style-type: none"> <li>• Workplace Documents</li> <li>• Applied Math</li> <li>• Business Writing</li> </ul> Experience working with Hearing Impaired Preferred	2 Year Associates Degree Preferred or WorkKeys Assessment with a score of 3 or higher on the following areas: <ul style="list-style-type: none"> <li>• Workplace Documents</li> <li>• Applied Math</li> <li>• Business Writing</li> </ul> Experience working with Hearing Impaired Preferred
System- Wide Continuously posted	Custodians	Fulfill all custodial duties as assigned by the Building Principal.	Experience in custodial work preferred.	Custodian Salary Schedule
System- Wide 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

<b>System- Wide Continuously posted</b>	<b>CNP Workers</b>	<b>Perform all Child Nutrition related duties as assigned by the Lunchroom Manager.</b>	<b>Demonstrate aptitude for successful performance of the CNP Worker Schedule.</b>	<b>CNP Worker Salary Schedule</b>
<b>System- Wide Continuously posted</b>	<b>Substitute Bus Drivers</b>	<b>Transport students to and from school and perform all duties assigned by the Transportation Supervisor.</b>	<b>Proper CDL for public school transportation with a School Bus Endorsement Certificate issued by the ALSDE.</b>	<b>Sub Pay \$80 full route \$40 half route Effective 8/1/2022 Extracurricular Trip \$15.00 per hour. 2 hr min.</b>
<b>System- Wide Continuously posted</b>	<b>Substitute Nurses</b>	<b>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.</b>	<b>Alabama valid LPN License Alabama or valid RN License</b>	<b>\$100 per day</b>

System-wide 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 conducive 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 <b>NO CHANGE</b>  \$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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