



## FORT PAYNE CITY SCHOOLS

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

September 26, 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
Central Office 9/27/2023	Receptionist/Accounts Payable Bookkeeper	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.	Minimum of a High School Diploma Associate's or Bachelor's Degree preferred. Knowledge of standard office equipment and software.	Receptionist/Accounts Payable Bookkeeper Salary Schedule

System-wide 8/25/23	Data Manager/ Technology Integration Specialist	<p>Administer, manage, and maintain the student information system and other data systems.</p> <p>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 to 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.</p> <p>Valid Alabama Teaching Certificate.</p> <p>Minimum of 3 years teaching experience</p> <p>Proven experience using student information systems and other data systems, computers, Microsoft Products, Google Applications, Promethean Boards and experience with 1:1 device.</p>	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

<p><b>System-Wide</b> <b>10/7/2022</b></p>	<p><b>SPE Aide Hearing Impaired Exp Required</b></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><b>2 Year Associates Degree Preferred or WorkKeys Assessment with a score of 3 or higher on the following areas:</b></p> <ul style="list-style-type: none"> <li>• Workplace Documents</li> <li>• Applied Math</li> <li>• Business Writing</li> </ul> <p><b>Experience working with Hearing Impaired Preferred</b></p>	<p><b>SPE Aide Salary Schedule</b></p>
<p><b>System- Wide</b> <b>9/15/2020</b> <b>6/15/2023</b></p> <p><b>(Continuously posted)</b></p>	<p><b>Custodians</b></p>	<p><b>Fulfill all custodial duties as assigned by the Building Principal.</b></p>	<p><b>xperience in custodial work preferred</b></p>	<p><b>Custodian Salary Schedule</b></p>

<b>System- Wide</b> <b>10/25/2019</b> <b>(Continuously</b> <b>posted)</b>	<b>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</b> <b>Certification issued by the ALSDE.</b>	<b>Bus Driver Salary Schedule</b>
<b>System- Wide</b> <b>10/25/2019</b> <b>(Continuously</b> <b>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</b> <b>10/25/2019</b>  <b>(Continuously</b> <b>posted)</b>	<b>Substitute Custodian Workers</b>	<b>Fulfill all custodial duties as assigned by the Building Principal.</b>	<b>Experience in custodial work preferred</b>	<b>Sub Pay</b> <b>\$80 full day</b> <b>\$40 half day</b> <b>Effective</b> <b>8-1-2022</b>

<b>System- Wide</b> <b>10/25/2019</b>  <b>(Continuously posted)</b>	<b>Substitute 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>Sub Pay</b> <b>\$80 full day</b> <b>\$40 half day</b> <b>Effective</b> <b>8-1-2022</b>
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<b>System- Wide</b> <b>10/25/2019</b>  <b>(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</b>  <b>Extra- curricular Trips \$15.00 per hour 2 hours Minimum</b>
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<p><b>System- Wide</b> <b>10/25/2019</b></p> <p><b>(Continuously posted)</b></p>	<p><b>Substitute Nurses</b></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><b>\$100 per day</b></p>
<p><b>System- Wide</b> <b>10/25/2019</b></p> <p><b>(Continuously posted)</b></p>	<p><b>Substitute Teachers</b></p> <p>You must first submit a resume. If accepted, you will be notified by the Central Office to complete an application</p>	<p>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.</p>	<p>High School diploma Alabama Substitute Teacher license Certified Alabama Teaching Certificate (current).</p>	<p><b>\$100 per day No degree required, but substitute training (either in person or virtual) is required. Effective 8-1-2022 NO CHANGE</b></p> <p><b>\$105 per day Hold a current Alabama Teaching Certificate, substitute training (either in person or virtual) is required. Effective 8-1-2023</b></p>

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