



FORT PAYNE CITY SCHOOLS

205 45th Street NE • Fort Payne, AL 35967 • Tel: 256.845.0915

July 8, 2024

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 4/26/2024	CSFO Assistant	Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards. Verify the receipt of funds to which the local Board of Education may be entitled by law or which may come into the board's possession for public school purposes. Verify the payment of such funds, such payments to occur only on written order of the local Superintendent of education. Make reports as may be required by law, by the local board of education, or by the rules and regulation of the State Board of Education. Prepare financial reports monthly/annually and as required and as requested by the Superintendent and/or board. Maintain an adequate system of internal controls including property, inventory, cash management, contracting and purchasing procedure and assigned responsibilities in accordance with federal, state and local laws. Be Bonded as determined by the State Board of Education. Hold a valid Alabama Driver's License	BS Degree in Accounting MBA or other graduate degree preferred Certified Public Account preferred 3 Years' experience in a Business related field 3 Years' experience in governmental accounting preferred Must complete an ALSDE Required Certification of CSFO within 3 years	Contract

<p>Central Office 11/17/1023</p>	<p>Bookkeeper/Payroll Assistant</p>	<p>Perform a variety of A/P duties: including issuing PO's, 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.</p> <p>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 word processing.</p>	<p>Accounts Payable/ Receptionist Salary Schedule</p>
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<p>FPHS <i>2/29/2024</i></p>	<p>Business Education Teacher</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of Business Education.</p>	<p>Appropriate Alabama Teacher Certification in the area of Business Education and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>
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<p>FPHS 6/13/2024</p>	<p>Art Teacher</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of Visual Arts.</p>	<p>Appropriate Alabama Teacher Certification in the area of Visual Arts and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>
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<p>FPHS 7-1-2024</p>	<p>Computer Science</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of Computer Science.</p>	<p>Appropriate Alabama Teacher Certification in the area of Computer Science and meet all requirements deemed by the ALSDE.</p> <p>3 years Computer Science teaching experience preferred.</p>	<p>Alabama Teacher Salary Schedule</p>
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<p>FPMS 6/13/2024</p>	<p>Enrichment Teacher</p>	<p>Create a stimulating learning environment through the use of hands-on activities, manipulatives, science, technology, engineering, art and math. Coach Middle School Robotic Team. Attend and supervise members at all Robotic competitions and events in or out of state. Scheduling field trips and other extracurricular activities as needed. Use your creativity to develop engaging activities for students that help to develop new skills and improve their knowledge. Perform duties as assigned by the Building Principal.</p>	<p>Appropriate Alabama Teacher Certification in the area Secondary Education and meet all requirements deemed by the ALSDE with Concentration/ Experience in STEAM and Robotics</p>	<p>Alabama Teacher Salary Schedule</p>
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<p>LRIS and FPMS 7/2/2024</p>	<p>Instructional Aides</p>	<p>Duties to be assigned by the Building Principal.</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>Instructional Aide Salary Schedule</p>
<p>Williams Avenue Pre-K 6/17/2024</p>	<p>Principal</p>	<p>To provide the leadership and vision necessary to develop and administer programs to provide successful high quality educational experiences for students in a safe and orderly environment.</p>	<p>Appropriate Alabama Teacher Certification in the area of Leadership/Educational Administration, or School Principal or Professional School Principal, or Administration and Supervision, and meet all requirements as deemed necessary by the ALSDE.</p> <p>Three (3) years administrative experience preferred.</p>	
<p>Williams Avenue Pre-K 5/17/2024</p>	<p>Pre-K Teachers</p>	<p>To teach and educate students according the guidelines provided by the ALSDE in the area of Pre-K.</p>	<p>Appropriate Alabama Teacher Certification in the area of English Speakers of other Languages and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>

<p>System-wide 5/21/2024</p>	<p>Guidance Counselor</p>	<p>To provide services to help all students develop skills in the area of personal/social growth, and educational planning, provide developmental comprehensive guidance and counseling services to all students, assist students in planning program of study, and provide individual counseling to help meet the developmental and remedial needs of students.</p>	<p>Appropriate Alabama Teacher Certification in the area of School Counselor P-12 and meet all requirements deemed by the ALSDE</p>	<p>Alabama Teacher Salary Schedule</p>
<p>System-wide</p>	<p>EL Aides</p>	<p>Assist EL Teacher in the preparation of classroom materials, the classroom setting, and the delivery of instruction. Adheres to all policies and guidelines that teacher works under.</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>BILINGUAL PREFERRED</p>	<p>EL Instructional Aide Salary Schedule</p>
<p>System-wide 3/22/2024</p>	<p>SPE Teachers</p>	<p>To teach and educate students according the guidelines provided by the ALSDE. Develop and provide appropriate Special Education Program to eligible exceptional learners.</p>	<p>Appropriate Alabama Teacher Certification in the area of Special Education and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>

<p>System-wide 11/17/2023</p>	<p>SPE Aides</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>Associate Degree or Equivalent hours OR Passing Scores from WorkKeys Test.</p>	<p>SPE Aide Salary Schedule</p>
<p>System-wide 4/11/2024</p>	<p>PE Teachers</p>	<p>To teach and educate students according the guidelines provided by the ALSDE in the area of Physical Education.</p> <p>Volleyball experience preferred.</p>	<p>Appropriate Alabama Certification in the are of P-12 Special Education and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>

<p>System-wide 11/13/2023</p>	<p>Elementary Teachers</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of K-6 Elementary Education.</p>	<p>Appropriate Alabama Teacher Certification in the area of K-6 Elementary and meet all requirements deemed by the ALSDE.</p>	<p>Alabama Teacher Salary Schedule</p>
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<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 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. 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</p>
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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
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<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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<p>System- Wide 9/15/2020 6/15/2023 6/13/2024</p> <p>(Continuously posted)</p>	<p>Custodians</p>	<p>Fulfill all custodial duties as assigned by the Building Principal.</p>	<p>Experience in custodial work preferred</p>	<p>Custodian Salary Schedule</p>
<p>System-wide 4/30/2024</p>	<p>Summer Literacy School Bus Drivers</p>	<p>4 Bus Drivers 2 Sub Drivers</p>	<p>Proper CDL for public school transportation with a School Bus Endorsement Certificate issued by the ALSDE.</p>	<p>4 hours per day @ \$25.00 per hour.</p>

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

<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- curricula r 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>

<p>System- Wide 10/25/2019 (Continuously posted)</p>	<p>Substitute Teachers</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 Alabama Teaching Certificate (current).</p>	<p>\$100 per day No degree required, but substitute training (either in person or virtual) is required. Effective 8-1-2022 NO CHANGE</p> <p>\$105 per day Hold a current Alabama Teaching Certificate, substitute training (either in person or virtual) is required. Effective 8-1-2023</p>
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