



FORT PAYNE CITY SCHOOLS

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

May 24, 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 5/19/2023	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

<p>FPHS 5/23/2023</p>	<p>General Science Teachers</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of Secondary General Science.</p>	<p>Appropriate Alabama Teacher Certification in the area of Secondary General Science and meet all requirements deemed by the ALSDE.</p>	<p>Alabama TEAMS Salary Schedule</p>
<p>5/24/2023</p>	<p>History Teacher</p>	<p>To teach and educate students according to the guidelines provided by the ALSDE in the area of Secondary History.</p>	<p>Appropriate Alabama Teacher Certification in the area of Secondary History and meet all requirements deemed by the ALSDE.</p>	<p>Teacher Salary Schedule</p>
<p>FPHS 4/17/2023</p>	<p>JV Boys Basketball Coach</p>	<p>Coach and Supervise JV Boys Basketball Team</p>	<p>Experience in Basketball</p>	<p>FPCS's Athletic Salary Schedule</p>

<p>FPMS 3/24/2023</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>LRIS 5/24/2023</p>	<p>Fine Arts Teacher</p>	<p>Teach Chorus, Drama and Art</p>	<p>Appropriate Alabama Teacher Certification in the area of Visual Arts and meet all requirements deemed by the ALSDE</p>	<p>Teacher Salary Schedule</p>

<p>System-wide 3/24/23</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>Teacher Salary Schedule</p>
<p>System-wide 3/23/2023</p>	<p>EL Teachers</p>	<p>Instruct students that have deficiencies in the verbal and written use of the English Language.</p>	<p>Appropriate Alabama Teacher Certification in the area of courses being taught and meet all requirements deemed by the ALSDE.</p> <p>EL Certification preferred; Experience working with EL Students preferred, BILINGUAL PREFERRED.</p>	<p>Teacher Salary Schedule</p>
<p>System-wide 4/5/2023</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 Salary Schedule</p>

<p>System-wide 5/19/2023</p>	<p>Speech Language Pathologist</p>	<p>Conduct evaluation of students with communication disorders, evaluate and diagnose speech and language disorders. Develop and implement individualized education plans to meet the unique needs of each student receiving therapy service. Perform other related duties as assigned.</p>	<p>Appropriate Alabama Master's Level Teacher Certification in the area of P-12 Speech Language Pathologist and meet all requirements deemed by the ALSDE</p>	<p>Teacher Salary Schedule</p>
<p>System-wide 10/31/2022</p>	<p>Special Education 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>Teacher Salary Schedule</p>

<p>System-wide 8-2-2022</p>	<p>SPE Aide Part-time Transportation</p>	<p>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.</p>	<p>High School Diploma</p>	<p>\$15.00 per hour</p>
<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>

<p>System-wide 3/24/2023</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>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>SPE Aide</p>
<p>System-Wide 9/15/2020 (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 10/25/2019 (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>
<p>System-Wide 10/25/2019 (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>

<p>System- Wide 10/25/2019 (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>
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<p>System- Wide 10/25/2019 (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>
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<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 \$12.00 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 Certified 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</p>
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