

# DECATUR CITY SCHOOLS


Office of Human Resources

212 FOURTH AVENUE, SE  
DECATUR, ALABAMA 35601  
www.dcs.edu



PHONE (256) 552-3000  
Email: Yvette.Evans@dcs.edu

## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans   
DATE: August 1, 2023  
SUBJECT: **Special Services Vacancies**

The following positions are open and will be filled by the Decatur City Board of Education:

### SPECIAL SERVICES CENTER

**Elementary ESL Teacher**  
**Secondary Special Education Teacher (2)**  
**Secondary Gifted Teacher**  
**Special Education Paraprofessional (4)**

### OPEN UNTIL FILLED

Persons interested in the above positions should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "**Teach Alabama**," can be found at the Decatur City School's website: [www.dcs.edu](http://www.dcs.edu) entitled "**Jobs**."

Once you have completed your online application, to be considered for a specific job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

**NOTE:** You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

## Decatur City Schools

### **JOB TITLE: English as a Second Language (ESL) Teacher**

**SUMMARY:** Provides each English Learner (EL) with the individually tailored help, counsel, and learning experience he/she needs to make progress toward educational goals established with the individuals limitations in mind.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Determines specific second language needs, skill deficiencies, or social adjustment difficulties of students and initiates remediation programs in these areas.

Provides students with tutoring for all classes.

Evaluates such student in terms of initial needs and progress toward remediation.

Prepares progress reports and year-end evaluations, administering pre-tests and post-tests as appropriate and necessary.

Makes available a wide range of teaching materials and equipment, including reading materials at many levels, instructional games, resource materials, etc.

Counsels students in identifying and dealing with their academic and social problems.

Establishes and maintains standards of individual student behavior.

Works closely with other teachers to help the students maintain satisfactory classwork, homework, and behavior.

Helps parents to understand the specific problems of educationally handicapped students and the goals and operation of the program, appraising them of problems and progress.

Participates in selection and evaluation of students for admission to the program of education for such students.

Participates in case conferences about educationally handicapped students.

Performs basic attendance accounting and similar record keeping functions pertinent to the educationally handicapped program.

Keeps abreast of new developments in the field by reading journals and publications, attending professional society meetings, seminars, etc., and discussing problems of mutual interest with others in the field.

Transports district materials to specific buildings.

Travels between buildings.

## **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

Other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION and/or EXPERIENCE:**

Certificate, license, or other legal credential required. Degree(s) required and area of major study. Related experience required/desired. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATION:**

Alabama certification with appropriate endorsement.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to hear, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

Employee occasionally works outside and is exposed to heat, cold and dampness.



**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.

April 5, 1996

**Decatur City Schools**

**JOB TITLE: Resource Teacher**

**SUMMARY:** Teaches basic academic subjects to students requiring remedial work, using special help programs to improve scholastic level, by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Teaches basic subjects such as reading and math, applying lesson techniques designed for short attention spans.

Consults with regular class teacher and provides support, as needed, for regular class participation.

Administers achievement tests and evaluates test results to discover level of language and math skills.

Selects and teaches reading material and math problems related to everyday life of individual student. May also teach functional life skills.

Demonstrates the ability to decide on the best use of methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.

Demonstrates qualities of patience, understanding, trustworthiness and attention to work.

Possesses a thorough knowledge of the subject in order to arouse the students' interest.

Confers with school counselors and teaching staff to obtain additional testing information and to gain insight on student behavioral disorders affecting learning process.

Designs special help programs for low achievers and encourages parent teacher cooperation.

Maintains effective communication with parents.

Attends professional meetings, writes reports, and maintains records.

Other duties as related to specific areas of disabilities.

**NO-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Functions as a member of the school's faculty. Performs other duties as assigned by the principal.

**QUALIFICATION REQUIREMENTS:**

Requirements may vary as related to specific areas of disabilities and particular student populations.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A.) from four-year college or university.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of professional staff, parents, students and the general public.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Alabama Class B Certificate with appropriate endorsement.  
Valid Alabama driver's license.

**PHYSICAL DEMANDS:**

The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet.

**DISCLAIMER:**

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April 5, 1996

**Decatur City Schools**

**JOB TITLE: Elementary Education Teacher**

**SUMMARY:** Teaches elementary school students academic, social, and motor skills by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.

Demonstrates the ability to decide on the best use of methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.

Demonstrates qualities of patience, understanding, trustworthiness and attention to work.

Possesses a thorough knowledge of the subject matter.

Prepares, administers, corrects tests, and records results.

Assigns work, corrects papers, and hears oral presentations.

Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.

Maintains order among students in immediate area.

Counsels pupils when adjustment and academic problems arise.

Discusses pupils' academic achievements and behavioral concerns with parents.

Keeps attendance and grade records as required by school.

Coordinates class field trips.

Participates in faculty and professional meetings, educational conferences and teacher training workshops.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

**TERMS OF EMPLOYMENT:**

9 Month Contract

**QUALIFICATION REQUIREMENT**

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A./B.S.) from four-year college or university.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret teacher textbooks, general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Alabama Class B Certificate with appropriate endorsement.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, and talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions.

**DISCLAIMER:**

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April 5, 1996

**Decatur City Schools**

**JOB TITLE: Secondary Education Teacher**

**SUMMARY:** Instructs students in one or more subjects using various teaching methods performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Prepare course objectives and outline for course of study following curriculum guidelines or requirements of state and school.

Demonstrates the ability to decide on the best use of methods and materials to help students acquire necessary skills, taking into account the different needs and abilities of individual students.

Demonstrates qualities of patience, understanding, trustworthiness and attention to work.

Possesses a thorough knowledge of the subject matter.

Administers tests to evaluate pupil progress and records results.

Issues reports to inform parents of student progress.

Keeps attendance records.

Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.

Meets with parents to discuss student progress and problems.

Participates in faculty and professional meetings, educational conferences, and teacher training workshops.

Assists pupils in selecting course of study.

Counsels students in adjustment and academic problems.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

**TERMS OF EMPLOYMENT:**

9 Month Contract.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B.A./B.S.) from four-year college or university.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret teacher textbook, general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Ability to figure student percentages for grades and explain how the percentage is derived.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Alabama Class B Certificate with appropriate endorsement.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

The employee is occasionally exposed to outside weather conditions.

**DISCLAIMER:**

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## **Decatur City Schools**

### **JOB TITLE: Special Education Paraprofessional**

**SUMMARY:** Performs any combination of the following tasks in the classroom to assist teaching staff with the individualization of instruction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Directs class activities under supervision of a certified teacher.

Works with small groups to reinforce material initially introduced by teacher.

Assists teacher in managing students upon arrival to class, during class and departure from class.

Assists teacher in performance of routine responsibilities.

Assists students in need of special attention.

Assists students with non-instructional classroom activities, such as feeding, toileting, clothing routines, and personal hygiene needs.

Helps supervise students during lunch periods, assemblies and field trips.

Participates in planning and in-service activities as appropriate.

Sets up audio-visual equipment for classroom use.

Checks notebooks, corrects papers, and supervises testing and make-up work.

Supervises small groups who leave the classroom to do library work.

Assists in preparing class displays and bulletin boards.

Maintains high level of ethical behavior and confidentiality of information about students.

Participates in professional development activities.

Maintains hygiene in the classroom and ensures instructional materials and equipment are maintained in accordance with accepted practice.

Other duties may be assigned as related to specific areas of disability.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

Requirements may vary with exceptionalities.

**EDUCATION and/or EXPERIENCE:**

Minimum of two years post-secondary earned credit (48 hours) or associates degree or passing scores on WorkKeys Level 3 assessment.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**DISCLAIMER:**

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DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule A2**  
**Teacher**  
**9 Months, 187 Days**

Years Experience/ Step	Degree/Rank			
	BS	MA	AA	ID
0	44,746	51,444	56,006	59,484
1	45,038	51,556	56,414	59,653
2	45,409	51,696	56,828	60,060
3	50,128	57,057	62,675	66,023
4	51,115	58,089	63,700	67,049
5	51,518	58,535	64,144	67,500
6	54,003	60,729	66,510	69,960
7	54,003	61,186	66,971	70,422
8	54,294	61,647	67,431	70,880
9	55,408	62,811	68,589	72,041
10-11	55,831	63,270	69,050	72,500
12-13	57,125	64,598	70,406	73,874
14	57,450	64,926	70,739	74,199
15	57,999	65,546	71,415	74,908
16-17	58,334	65,885	71,746	76,087
18	59,168	66,717	72,581	76,847
19	59,168	67,111	72,581	77,615
20	59,168	67,782	73,106	78,392
21	59,532	68,460	73,838	79,176
22	60,960	69,145	74,575	79,967
23	60,960	69,836	75,321	80,767
24	61,621	70,535	76,075	81,575
25	61,949	71,240	76,836	82,391
26	62,568	71,952	77,604	83,215
27	63,669	72,671	78,380	84,047
28	63,827	73,398	79,163	84,887
29	64,465	74,133	79,955	85,736
30	65,109	74,874	80,754	86,594
31	65,759	75,622	81,562	87,459
32	66,418	76,379	82,378	88,333
33	67,081	77,143	83,202	89,217
34	67,752	77,914	84,034	90,110
35	68,430	78,693	84,874	91,010

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule K**  
**Full & Part-Time Aides**  
**\*Grandfathered**

Rank						
Rank	KH*	KJ	KK	KV	KL	KM
Step	182 Days					187 Days
	4.0 Hours	6.0 Hours	7.0 Hours	7.5 Hours	8.0 Hours	7.5 Hours
0	14,708	19,528	22,783	24,410	26,037	25,080
1	15,083	20,131	23,486	25,163	26,841	25,855
2	15,519	20,828	24,299	26,036	27,772	26,751
3	15,922	21,479	25,059	26,849	28,640	27,587
4	16,380	22,217	25,919	27,771	29,622	28,533
5	16,841	23,008	26,842	28,760	30,678	29,549
6-11	17,355	23,903	27,887	29,879	31,871	30,699
12-14	17,842	24,752	28,877	30,940	33,003	31,790
15-19	18,131	25,255	29,465	31,569	33,673	32,436
20-24	18,418	25,755	30,048	32,194	34,340	33,079
25-29	18,787	26,357	30,750	32,946	35,142	33,851
30	19,179	26,977	31,473	33,721	35,969	34,648

Rank					
Rank	KP	KQ	KT	KS	KU
Step	202 Days		12 Months		
	7.0 Hours	8.0 Hours	7.0 Hours	7.5 Hours	8.0 Hours
0	25,286	28,898	30,043	32,188	34,334
1	26,067	29,791	30,970	33,183	35,395
2	26,970	30,823	32,044	34,333	36,621
3	27,813	31,786	33,045	35,405	37,766
4	28,767	32,878	34,179	36,621	39,062
5	29,792	34,049	35,397	37,925	40,453
6-11	30,951	35,373	36,774	39,401	42,027
12-14	32,050	36,629	38,080	40,800	43,520
15-19	32,702	37,374	38,854	41,629	44,405
20-24	33,350	38,114	39,624	42,454	45,284
25-29	34,128	39,004	40,549	43,445	46,342
30	34,932	39,923	41,504	44,468	47,433