

NOTICE OF JOB VACANCIES
RANDOLPH COUNTY SCHOOLS
WEDOWEE, ALABAMA

The Randolph County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. African Americans are encouraged to apply. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Beth Bailey, Section 504 Coordinator
182 Circle Drive
Wedowee, AL 36278
256-357-4611 x.31

Mary Kelly, Title IX Coordinator
182 Circle Drive
Wedowee, AL 36278
256-357-4611 x39

Beth Bailey, Title II/Special Needs Coordinator
182 Circle Drive
Wedowee, Alabama 36278
256-357-4611 x31

John Jacobs, ADA Coordinator
182 Circle Drive
Wedowee, Alabama 36278
256-357-4611 x23

The Randolph County Board of Education has an opening for the following position:

17-38 Elementary Teacher (K-6) or Middle School Math Teacher (grades 4-8)

POSITION LOCATION: Randolph County School System

DEADLINE FOR RECEIVING ANY INQUIRIES: August 21, 2017

Applications may be downloaded from our website at: <http://www.randolphboe.org/> - click on "Personnel and Employment" and "Application Process".

SEND ALL INQUIRIES TO: Mrs. Mary Kelly
Randolph County School District
182 Circle Drive
Wedowee, AL 36278
Phone: 1-888-377-6241 x39

NOTICE OF JOB VACANCY

Randolph County School System

Wedowee, Alabama

STATEMENT OF EQUAL EDUCATION OPPORTUNITIES

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ANNOUNCEMENT #: 17-38 **DATE:** August 4, 2017

POSITION TITLE: Elementary Education Teacher (K-6)
(or) Middle School Math Teacher (4-8)

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:

(See attached position description)

EXTRACURRICULAR ACTIVITIES:

(Coaching duties may be assigned to certified positions)

SALARY RANGE: \$38,342.00 - \$64,522.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Monday, August 21, 2017

SEND INQUIRIES TO: Mrs. Mary Kelly
Randolph County School District
182 Circle Drive
Wedowee, AL 36278
(256) 357-4611 x39

PLEASE REMOVE FROM BULLETIN BOARD: August 22, 2017

JOB TITLE: TEACHER

QUALIFICATIONS: A Bachelor of Science or Bachelor of Arts degree in education or higher with major study in related field and a valid Alabama Department of Education teacher's certificate or a Day Trade Type II Certificate for applicable vocational teacher **AND** Highly Qualified Status per Alabama State Department of Education guidelines.

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Establishes objectives and plans learning experiences commensurate with state and local guidelines and basic competency requirements.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to create classroom environment conducive to learning.
5. Exhibits positive human relations skills.
6. Evaluates the educational program and/or student progress.
7. Communicates with parents/guardians, colleagues and community groups.
8. Maintains and submits records, reports, and written lesson plans.
9. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Engages in personal professional growth and demonstrates professional ethics and leadership.
11. Recognizes and refers students with possible special needs.
12. Make accommodations to provide for students with special needs.
13. Analyzes test data and other available information and plans and implements activities to provide remediation in areas of deficiency.
14. Takes reasonable precautions to protect students, equipment, materials and facilities.
15. Sponsors and/or assists with extra-curricular activities and other duties as reasonably assigned by the principal.

TERMS OF EMPLOYMENT: Nine, ten, or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____

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The Randolph County Board of Education has openings for the following positions:

17-39 Assistant Principal

POSITION LOCATION: Randolph County School System

DEADLINE FOR RECEIVING ANY INQUIRIES: August 21, 2017

Applications may be downloaded from our website at: <http://www.randolphboe.org> - click on "Personnel and Employment" and "Application Process".

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Randolph County School System
Wedowee, Alabama

STATEMENT OF EQUAL EDUCATION OPPORTUNITIES

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Wedowee, Alabama 36278
256-357-4611 x.23

ANNOUNCEMENT #: 17-39 **DATE:** August 4, 2017

POSITION TITLE: Assistant Principal

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:

Applicants must hold a valid Administration Certificate and a Master's Degree or higher from an accredited institution. Applicants must have at least three (3) years successful experience as a classroom teacher.

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$52,390 – \$65,730

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, August 21, 2017

SEND INQUIRIES TO: Mrs. Mary Kelly
Randolph County School District
182 Circle Drive
Wedowee, AL 36278
(256) 357-4611 x39

PLEASE REMOVE FROM BULLETIN BOARD ON AUGUST 22, 2017.

JOB TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. A valid Administration Certificate.
2. Master's Degree or higher.
3. At least three years successful teaching experience at the appropriate level.

REPORTS TO: Principal

SUPERVISES: Staff members designated by the Principal.

JOB GOAL: To serve as the assistant leader of the school. To work under the direction of the principal, with staff, students and community to ensure a high quality educational program and to formulate and accomplish the school mission.

PERFORMANCE RESPONSIBILITIES:

1. Assists in providing effective leadership in planning, developing, implementing and evaluating the instructional program.
2. Assists in interpreting and enforcing local, state and federal policies, regulations, and laws.
3. Assists the principal in the personnel function.
4. Assists the principal in securing, maintaining, and managing material resources.
5. Assists in improving student attendance.
6. Assists with scheduling and assigning students for instruction.
7. Assists with extra-curricular activities at the level assigned.
8. Assists with the supervision of classroom instruction.
9. Assists with the distribution and accounting of textbooks and instructional supplies.
10. Assists with curriculum development and other related matters.
11. Prepares such reports as assigned.
12. Assists with inspection of the physical plant and grounds and report maintenance/custodial needs.
13. Assists with procedures related to the health and safety of staff and students.
14. Assumes overall responsibility for the school in the absence of the principal.
15. Assists in establishing and maintaining standards of student behavior to create school environment conducive to learning.
16. Assumes other reasonable duties as assigned by the Principal.

TERMS OF EMPLOYMENT: Salary and work year to be established by the contract of employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____