



# NOTICE OF VACANCY

## Sheffield City Schools

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### **TECHNOLOGY ELEMENTARY / PRIMARY TEACHER FTE-1.00, Grades K-6**

**Category:** Certified/Professional

**Contract Period:** 9.5-month contract (187 days) 2022-2023 school year

**Qualifications:** College degree and appropriate Alabama Professional Teacher Certification in Elementary / Primary Education. Prefer an individual with concentration in STEM/Computer Science/Technology.

**Salary Schedule:** Salary will be paid based on the approved state minimum salary schedule – classroom teachers as approved by the Board

**Deadline:** Position open until filled

**Posted:** July 12, 2022

**Other Information:** SEE ATTACHED JOB DESCRIPTION FOR TEACHER AND INSTRUCTIONAL TECHNOLOGY SPECIALIST JOB DUTIES

**This position is posted with SearchSoft. ALL applications MUST be submitted through Teach in Alabama with ALSDE.**

#### **General Information for Applicants**

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

***Sheffield City Schools***  
***Job Description –Teacher***

**POSITION TITLE:** Teacher

**QUALIFICATIONS:** Bachelor's degree, or higher from an accredited institution. A valid Alabama State Professional Educators Certificate for grade level and assigned subject area. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Principal

**JOB GOAL:** To create and provide engaging and challenging work for students to maximize each student's ability in accordance with local and state courses of study.

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Determines individual and class needs consistent with district and state instructional goals.
2. Establishes objectives and plans learning experiences that comply with local and state curriculum guidelines
3. Delivers instructional activities in a manner demonstrating a variety of instructional techniques, promoting positive interaction among students, and providing for appropriate practice of activities and skills focusing upon the desired learning outcomes
4. Establishes and maintains standards of student behavior that facilitate teaching and learning
5. Demonstrates the effective evaluation of student needs and progress by engaging in entry level diagnosis activities, test construction, record keeping, and appropriate referral of students with special needs, preparing students for assessment, effective test administration and post assessment follow-up activities
6. Seeks assistance of specialists as needed and makes referrals when appropriate
7. Works collaboratively with other members of the school faculty and staff to promote student learning
8. Maintains a professional, cooperative working relationship with parents and community
9. Participates in school co-curricular programs and district program improvement efforts
10. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, Board employees, parents, and students
11. Implements professional learning plan and maintains proper certification
12. Maintains accurate, complete and correct records as required by law, board policy and school principal and submits records and reports in a timely manner
13. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students
14. Adheres to school system rules, administrative procedures, local Board policies, and state and federal rules and regulations
15. Implements and follows the Alabama Quality Teaching Standards developed by the Alabama State Department of Education
16. Assumes responsibility to perform any other tasks assigned by the principal

**TERMS OF EMPLOYMENT:** As assigned by the Board

**SALARY:** Salary in accordance with Board approved State Salary Schedule

**EVALUATION:** Performance of the job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations.

## INSTRUCTIONAL TECHNOLOGY SPECIALIST: JOB DUTIES

REPORTS TO: Curriculum Coordinator, Principal, Instructional Coaches

- Align lessons with Alabama Digital Course of Study, Engineering Design Process, and SAMR Models
- Serve as STEM Competition Coach
- Incorporate basic coding into lessons
- Collaborate with K-6 teachers to integrate appropriate technology into their classrooms
- Oversee update of the School Website
- Participate in technology related workshops and initiate train-the-trainer workshops, to integrate school level technologies.
- Troubleshoot technology related problems with software and hardware, in the computer lab and classroom.
- Monitor Technology Work Order database daily and update after evaluation
- Communicate urgent hardware repair needs to system technology department
- Schedule yearly Internet safety presentations for CIPA compliance
- Attend technology consultant meetings and training sessions
- Maintain technology inventory and school technology plans
- Attend AETC and other technology workshops as funds are available