

Posted: July 19, 2022

Certified Position:

Part-Time Instructor – Satsuma High

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule (see extra work rates for certified teachers) approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the following application and submitting it to:

David Diaz  
Satsuma High School  
1 Gator Circle  
Satsuma, AL 36572  
(251) 380-8190  
ddiaz@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



**TRADITION. VISION. INNOVATION.**

**Job Title – Part-Time Instructor (HR320)**

**Supervisor:** Principal  
**FLSA Status:** Non-Exempt

**Job Goals:**

- To provide instructional and support services for maximum student achievement.
- To assist teachers in providing small group instruction.
- To assist teachers with preparation and organization of instructional materials.
- To encourage involvement of the families of the students in the education program.

**Minimum Qualifications:**

1. Bachelor's degree or higher from an accredited college or university.
2. Must have or be able to obtain upon employment a valid Alabama teaching certificate in the grade level, subject area(s) assigned.
3. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Possess and maintain valid driver's license.
5. Demonstrated proficiency in oral and written communication skills.
6. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, for the purpose of maximizing student achievement.
7. Ability to develop and implement curriculum and programming specific to the needs of students at the designated grade level(s) and in the designated content area(s)/subject(s).
8. Ability to identify and solve problems as a productive team member.
9. Ability to use technology to communicate, to plan and provide instruction, to facilitate student learning, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
10. Physically capable to perform job responsibilities.
11. Ability to be punctual and in regular attendance.
12. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Presents lessons or portions of lessons to a student or a group of students, checks accuracy of work and presents additional assignments as directed by the teacher.
3. Helps students to use books, computers, classroom materials and other equipment.
4. Supervises a group of students in the temporary absence of the responsible certified educator.
5. Implements behavior management plan consistent with certified educator implementation instructions.
6. Adjusts or rephrases portions of texts and classroom instruction.
7. Maintains appropriate confidentiality regarding school/workplace matters.
8. Performs duties in a courteous and professional manner.
9. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
10. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.



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11. Engages in professional growth and demonstrates professional ethics and effective leadership.
12. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
13. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
14. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
15. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
16. Uses effective collaboration skills to work as a productive team member.
17. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
18. Performs any other job-related duties as assigned by Supervisor(s).

**Terms of Employment:** Nine-month position in accordance with the Board’s salary schedule.

**Evaluation:** Performance will be evaluated in accordance with the Board’s policy on evaluation of personnel.



# Satsuma City Schools

## Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

### Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_