

PLEASE POST

St. Clair County Board of Education
410 Roy Drive • Ashville • Alabama • 35953
205-594-7131 www.sccboe.org

THE ST. CLAIR COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMATE IN EMPLOYMENT OR EDUCATIONAL PROGRAMS ON THE BASIS OF RACE, SEX, DISABILITY OR NATIONAL ORIGIN.

The St. Clair County School System currently has job openings as listed below.

2021 Summer Camp

Summer Literacy Camp Director

**See attached for qualifications, responsibilities, and instructions to apply*

Summer Literacy Camp Teacher

**See attached for qualifications, responsibilities, and instructions to apply*

Reading & Math Tutors 4th – 8th Grades

**See attached for qualifications, responsibilities, and instructions to apply*

Office Aide for Summer Camp

**See attached for qualifications, responsibilities, and instructions to apply*

Special Education Aide for Summer Camp

**See attached for qualifications, responsibilities, and instructions to apply*

Bus Drivers for Summer Camp @ Daily rate of pay

Applicants must hold a valid CDL and Bus Certificate. Current bus drivers or substitute bus drivers of St. Clair County School System preferred.

To apply, send a letter of interest to Jerry Fuller, Transportation Director - jerry.fuller@sccboe.org

Nurses for Summer Camp @\$30/hr

Applicants must hold a current Alabama nursing license. Preference given to current St. Clair County School System nurses and substitute nurses.

To apply, send a letter of interest to LaShon Self, Lead Nurse – lashon.self@sccboe.org

Summer Literacy Camp Director (\$45/hour)

*****To apply, submit letter of interest and overview of qualifications to Lisa Glasgow – lisa.glasgow@sccboe.org**

Qualifications

- Current employee of St. Clair County School System
- Current Alabama teaching certificate
- Comprehensive knowledge of the Alabama Literacy Act
- Preference given to current reading specialists

Responsibilities

- Plan and oversee implementation of summer literacy camps in accordance with the Alabama Literacy Act.
- Collaborate with local school principal(s) in the identification of students to participate in summer literacy camps in accordance with the Alabama Literacy Act.
- Ensure pre / post assessment data is collected and reported in accordance with the Alabama Literacy Act.
- Collaborate with elementary curriculum coordinator in ordering instructional materials and supplies needed to successfully conduct a summer literacy camp.
- Guide summer literacy camp teachers through the process of identifying additional instructional resources and teaching strategies.
- Serve as an intervention teacher for the summer reading camp.
- Conduct daily classroom observations and model instructional strategies to literacy camp teachers.
- Serve as the point of contact for summer literacy camp teachers and caregivers of those enrolled in the school's summer literacy camp.
- Conduct weekly timecard audits to ensure summer literacy camp teachers are adhering to work schedule.
- Collaborate with child nutrition director, transportation director, and nursing supervisor as needed.
- Other duties as assigned by elementary curriculum coordinator.

Summer Literacy Camp Teacher (\$40/hour up to master's degree or \$42.50/hour six year degree or doctorate)

******To apply, submit letter of interest and overview of qualifications to the school principal.***

Qualifications

- Preference given to current or retired employees of St. Clair County School System
- Current Alabama Teaching Certificate – early childhood, elementary, or special education collaborative preferred
- Knowledge of the Alabama Literacy Act
- Successfully completed or currently enrolled in the science of teaching reading courses (such as LETRS)

Responsibilities

- Commitment to work full camp of 80 hours. Tentative dates / times are as follow:
 - June 7 – 10th (8:30 – 1:30 Monday – Thursday)
 - June 14th – 17th (8:30 – 1:30 Monday – Thursday)
 - July 12th – July 15th (8:30 – 1:30 Monday – Thursday)
 - July 19th – July 22nd (8:30 – 1:30 Monday – Thursday)
- Collaborate with Summer Literacy Camp Director to plan strategic lessons / learning opportunities based on the science of teaching reading.
- Plan and deliver strategic lessons / learning opportunities based on the science of teaching reading.
- Continuously monitor and document students' progress in acquiring early literacy skills and adjust instruction as needed.
- Regularly communicate students' progress to caregivers.
- Prepare resources for at-home reading plans.
- Other duties as assigned by elementary curriculum coordinator / reading camp director.

Reading and Math Tutors 4th – 8th Grades (\$40 / hour up to master's degree or \$42.50 / hour six year degree or doctorate)

******To apply, submit letter of interest and overview of qualifications to the school principal.***

Qualifications

- Preference given to current or retired employees of St. Clair County School System
- Current Alabama Teaching Certificate within appropriate grade span
- Extensive knowledge of the course of study standards appropriate to the grade span of students to be tutored

Responsibilities

- Tentative dates / times are as follow: 2 days per week for a total of 8 days
 - June 7 – 10th (8:30 – 1:30)
 - June 14th – 17th (8:30 – 1:30)
 - July 12th – July 15th (8:30 – 1:30)
 - July 19th – July 22nd (8:30 – 1:30)
- Collaborate with principal to analyze data to plan strategic lessons and learning opportunities in ELA and math
- Plan and deliver strategic lessons and learning opportunities in ELA and math
- Continuously monitor and document students' progress in acquiring ELA and math skills and adjust instruction as needed.
- Regularly communicate students' progress to caregivers.
- Prepare resources for at-home practice.
- Other duties as assigned by elementary or secondary curriculum coordinator / principal.

Office Aide for Summer Literacy Camp/Summer Tutoring (\$15 / hour)

AES, AMS, MaES, MES, MMS, MJHS, OES, OIS, OMS, RHS, SES, SMS, SJHS

******To apply, submit letter of interest and overview of qualifications to school principal.***

Qualifications

- Current employee of St. Clair County School System
- High school diploma or equivalent
- Knowledge of general office procedures
- Preference given to current school office aides

Responsibilities

- Tentative dates / times are as follow:
 - 4 days per week summer literacy camp AES, MaES, MES, OES, RHS (elem.), SES
 - 2 days per week 4th – 8th tutoring AMS, MMS, MJHS, OIS, OMS, RHS (high), SMS, SJHS
 - June 7 – 10th (8:30 – 1:30)
 - June 14th – 17th (8:30 – 1:30)
 - July 12th – July 15th (8:30 – 1:30)
 - July 19th – July 22nd (8:30 – 1:30)
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- Serves as the receptionist for the school's summer literacy camp or summer tutoring program.
 - Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
 - Monitors school access through controlled doors, ensures appropriate record of all visitors within the school, and issues visitor passes.
 - Follows proper procedures for releasing students during checkout process.
 - Maintains appropriate confidentiality regarding school/workplace matters.
 - Ensures adherence to security rules and safety standards.

Special Education Aide for Summer Literacy Camp/Summer Tutoring (\$15 / hour)

AES, AMS, MaES, MES, MMS, MJHS, OES, OIS, OMS, RHS, SES, SMS, SJHS

******To apply, submit letter of interest and overview of qualifications to school principal.***

Qualifications

- Current employee of St. Clair County School System
- High school diploma or equivalent
- Preference given to current special education aides
- MCS (Managing Crisis Safely) current certification

Responsibilities

- Tentative dates / times are as follow:
 - 4 days per week summer literacy camp AES, MaES, MES, OES, RHS (elem.), SES
 - 2 days per week 4th – 8th tutoring AMS, MMS, MJHS, OIS, OMS, RHS (high), SMS, SJHS
 - June 7 – 10th (8:30 – 1:30)
 - June 14th – 17th (8:30 – 1:30)
 - July 12th – July 15th (8:30 – 1:30)
 - July 19th – July 22nd (8:30 – 1:30)
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- Assists classroom teacher in planning and implementing summer learning.
 - Provides academic, behavior, and / or personal care for special education students participating in summer literacy camp or summer tutoring.
 - Serve as bus aide if requested. (additional hours to be paid)