

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.

2022 Summer Literacy Camp

Summer Literacy Camp Director

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

Summer Literacy Camp – Testing Director

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

Summer Literacy Camp Teacher

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

Office Aide for Summer Literacy Camp

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

Special Education Aide for Summer Literacy Camp

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

Custodian for Summer Literacy Camp

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

Bus Drivers for Summer Camp @ Daily rate of pay + 1/2

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

All positions mentioned here were posted on February 4, 2022. The deadline to apply is February 17, 2022, or until filled.

Debra Allred, Director of Personnel

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 Testing Director (\$45/hour)

*****To apply, submit a letter of interest to Gina Wilson – gina.wilson@sccboe.org**

Qualifications

- Current employee of St. Clair County School System
- Current Alabama teaching certificate
- Comprehensive knowledge of ALSDE secure testing procedures
- Preference given to current school counselors

Responsibilities

- Plan for and oversee administration of ACAP Supplemental
- Collaborate with school administrator and reading specialist in identification of students required to take the ACAP Supplemental.
- Participate in state required test training.
- Lead state required test training.
- Ensure DRC portal work is completed.
- Create and oversee testing schedule.
- Ensure accommodations for state testing are carried out in accordance to the IEP, IEPL, or 504 plan.

Anticipated Schedule:

Test Administration Dates

- ❖ Wednesday, June 29th
- ❖ Thursday, June 30th

Additional hours to be determined to compensate for required training of faculty / staff, work within the DRC testing portal, and preparation of testing materials.

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 96 hours (7:15 or 7:30 until 3:15 or 3:30 as determined by the school admin)
 - Monday - Thursday
 - June 13th – 16th
 - June 20th – 23rd
 - June 27th – 30th
- 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.

Office Aide for Summer Literacy Camp (\$20/hour)

*****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 those currently serving in this role during the school year

Responsibilities

- 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.

Work Schedule is as follows:

Monday – Thursday
(8 hours daily)

- June 13th – 16th
- June 20th – 23rd
- June 27th – 30th

*Exact times to be determined by school administration but most likely will be 7:15 or 7:30 until 3:15 or 3:30.

Special Education Aide (\$20/hour)

******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

- 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.
- Provide supervision of summer literacy camp students.
- Serve as bus aide if requested. (additional hours to be paid)

Work Schedule is as follows:

Monday – Thursday
(8 hours daily)

- June 13th – 16th
- June 20th – 23rd
- June 27th – 30th

*Exact times to be determined by school administration but most likely will be 7:15 or 7:30 until 3:15 or 3:30.

Custodian for Summer Literacy Camp (\$15/hour)

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

Qualifications

- Current employee of St. Clair County School System
- Preference given to those currently serving in this role during the school year

Responsibilities

- Provides custodial services as directed by the school administrator and summer literacy camp director during the school's summer literacy camp.

Work Schedule is as follows:

Monday – Thursday (4 hours daily)

- June 13th – 16th
- June 20th – 23rd
- June 27th – 30th

*Shift times will be communicated by school administrator and / or summer literacy camp director.