

NOTICE OF JOB VACANCIES
RANDOLPH COUNTY SCHOOLS
WEDOWEE, ALABAMA

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 and provides equal access to the Boy Scouts of America and other designated youth groups. 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.2012
bbailey@randolphboe.org

Mary Kelly, Title IX Coordinator
182 Circle Drive
Wedowee, AL 36278
256-357-4611 x2011
mkelly@randolphboe.org

Beth Bailey, Title II/Special Needs Coordinator
182 Circle Drive
Wedowee, Alabama 36278
256-357-4611 x2012
bbailey@randolphboe.org

John Jacobs, ADA Coordinator
182 Circle Drive
Wedowee, Alabama 36278
256-357-4611 x2002
jjacobs@randolphboe.org

The Randolph County Board of Education is currently accepting applications for the following positions:

26-41 School Secretary / Bookkeeper(s)
26-43 Child Nutrition Head Cook

26-42 Child Nutrition Worker

POSITION LOCATION: Randolph County School System

DEADLINE FOR RECEIVING ANY INQUIRIES:

4:00 PM, on Thursday, June 11, 2026, and after until vacancies are filled

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

SEND ALL INQUIRIES FOR

POSITIONS LISTED ABOVE TO: Mrs. Mary Kelly
Randolph County School District
182 Circle Drive, Wedowee, AL 36278
Phone: 1-888-377-6241 x2011

Contract work is available for instructional, counseling, nursing, special education, speech-language, social worker, technology, custodial and secretarial services on an as-needed basis. If you are interested in contract work (hourly pay rate, benefits excluded), please send your resume to the **Randolph County Board of Education, ATTN: Tera Ogilvie** or togilvie@randolphboe.org

NOTICE OF JOB VACANCY
Randolph County School System
Wedowee, Alabama

STATEMENT OF EQUAL EDUCATION OPPORTUNITIES

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ANNOUNCEMENT #: 26 - 41 **DATE:** June 5, 2026

POSITION TITLE: School Secretary / Bookkeeper(s)

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:
(See attached job description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$23,416.00 - \$30,020.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 11, 2026
or after until vacancy is filled

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(256) 357-4611 x2011

NOTICE OF JOB VACANCY

Randolph County School System

Wedowee, Alabama

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ANNOUNCEMENT #: 26-42 **DATE:** June 5, 2026

POSITION TITLE: Child Nutrition Worker

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:
(See attached job description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$21,548.00 - \$22,923.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 11, 2026, and after until the vacancy is filled.

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Wedowee, Alabama

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ANNOUNCEMENT #: 26-43 **DATE:** June 5, 2026

POSITION TITLE: Child Nutrition Head Cook

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: \$25,767.00 - \$27,591.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 11, 2026 and after until vacancy is filled

SEND INQUIRIES TO: Mrs. Mary Kelly
Randolph County School District
182 Circle Drive
Wedowee, AL 36278
(256) 357-4611 x2011

JOB TITLE: SCHOOL SECRETARY/BOOKKEEPER (192 DAYS)

QUALIFICATIONS: High School Diploma, GED, or Graduation Certificate. Bookkeeping experience, typing, computers, and knowledge of office machines. An ability to deal with the public.

REPORTS TO: Principal.

JOB GOAL: To assist in the administration of the local school business affairs.

PERFORMANCE RESPONSIBILITIES:

1. Performs usual office routines.
2. Maintains such students information as shall be required.
3. Receives and routes all incoming calls.
4. Maintains a daily teacher attendance log, and records for substitute teachers.
5. Maintains a log of visitors to the school.
6. Makes daily bank deposit of school funds.
7. Maintains a complete and systematic set of records of all financial transactions of the school.
8. Records detail of school financial transactions in appropriate journals, computers and subsidiary ledgers from such sources as requisitions, etc.
9. Maintains receipt books, checkbooks and ledger.
10. Prepares financial statements, income statements, and cost reports to reflect financial condition of the school.
11. Computes and records cash receipts summaries.
12. Reconciles canceled checks with bank statements and verifies bank balance with statements.
13. Other duties as reasonably assigned by the Principal.

TERMS OF EMPLOYMENT: 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 Support Services Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____

JOB TITLE: CHILD NUTRITION WORKER (Cook)

QUALIFICATIONS: High School Diploma, GED, or Graduation Certificate. No previous experience required, but preferred.

REPORTS TO: Child Nutrition Manager and/or Head Cook.

JOB GOAL: To assist in the preparation of meals for students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Assists food preparation, service, storage and sanitation.
2. Follows assigned work schedule and performs duties in a cooperative manner.
3. Exercises proper care and use of equipment.
4. Keep all work areas clean and orderly.
5. Practices good personal hygiene.
6. Dresses appropriately according to Child Nutrition regulations.
7. Participates in activities that will promote the School Food Service Program.
8. Records daily the amount of each item utilized in food preparation.
9. Practices proper safety precautions in the kitchen.
10. Assists in maintaining a clean kitchen and dining area.
11. Promptly performs satisfactory work on assigned tasks.
12. Relates well with co-workers, students, faculty, principal and Child Nutrition Program Supervisor.
13. Consistently demonstrates integrity, dependability and refrains from disclosing confidential information.
14. Reports problems through the proper channel of authority.
15. Cooperates with health officials in following all local and state public health laws and codes.
16. Attends all in-service meetings and workshops, as required.
17. Performs any other duties as may be reasonably assigned by the Lunchroom Manager.

TERMS OF EMPLOYMENT: 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 Support Services Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____

JOB TITLE: CHILD NUTRITION WORKER (Head Cook)

QUALIFICATIONS: A High School Diploma, GED or Graduation Certificate. Full time work experience as a child nutrition worker.

REPORTS TO: Child Nutrition Manager

SUPERVISES: Persons designated by the Lunchroom Manager.

JOB GOAL: To supervise the preparation of meals for students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Supervises food preparation, service, storage and sanitation.
2. Follows assigned work schedules and performs duties in a cooperative manner.
3. Exercises proper care and use of equipment.
4. Keep all work areas clean and orderly.
5. Practices good personal hygiene.
6. Dresses appropriately according to Child Nutrition regulations.
7. Participates in activities that will promote the School Food Service Program.
8. Records daily the amount of each item utilized in food preparation.
9. Practices proper safety precautions in the kitchen.
10. Assists in maintaining a clean kitchen and dining area.
11. Promptly performs satisfactory work on assigned tasks.
12. Relates well with co-workers, students, faculty, principal and Child Nutrition Program Director.
13. Consistently demonstrates integrity, dependability and refrains from disclosing confidential information.
14. Reports problem through the proper channel of authority.
15. Cooperates with health officials in following all local and state public health laws and codes.
16. Attends all in-service meetings and workshops, as required.
17. Performs any other duties as may be reasonably assigned by the Lunchroom Manager.

TERMS OF EMPLOYMENT: 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 Support Services Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____