

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
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bbailey@randolphboe.org

John Jacobs, ADA Coordinator
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256-357-4611 x2002
jjacobs@randolphboe.org

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

26-44 Early Childhood Teacher (Pre-K-3)
26-46 Maintenance Worker
26-48 Special Education Teacher Aide(s)

26-45 General Social Science Teacher (6-12)
26-47 Teacher Aide(s)
26-49 Child Nutrition Worker(s) (5 Hour)

POSITION LOCATION: Randolph County School System

DEADLINE FOR RECEIVING ANY INQUIRIES:

4:00 PM, on Thursday, June 25, 2026 or 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 #: 26-44 **DATE:** June 19, 2026

POSITION TITLE: Early Childhood Teacher (Pre-K-3)

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: \$47,600.00 - \$91,912.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026 or after
until vacancy is filled

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ANNOUNCEMENT #: 26-45 **DATE:** June 19, 2026

POSITION TITLE: General Social Science Teacher (6-12)

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: \$47,600.00 - \$91,912.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026 or after
until vacancy is filled

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ANNOUNCEMENT #: 26-46 **DATE:** June 19, 2026

POSITION TITLE: Maintenance Worker

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:
(See attached job description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$29,376.00 - \$39,623.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026
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ANNOUNCEMENT #: 26-47 **DATE:** June 19, 2026

POSITION TITLE: Teacher Aide(s)

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:

(See attached position description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$20,885.00 - \$24,123.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026 or after
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ANNOUNCEMENT #: 26-48 **DATE:** June 19, 2026

POSITION TITLE: Special Education Teacher Aide(s)

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:

(See attached position description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$20,885.00 - \$24,123.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026 or after
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ANNOUNCEMENT #: 26-49 **DATE:** June 19, 2026

POSITION TITLE: Child Nutrition Worker(s) (5 hour)

POSITION LOCATION: Randolph County School System

JOB SPECIFICATION AND REQUIREMENTS:

(See attached position description)

EXTRACURRICULAR ACTIVITIES:

SALARY RANGE: \$15,227.00 - \$16,199.00

DEADLINE FOR RECEIVING INQUIRIES: 4:00 PM, Thursday, June 25, 2026 or after
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SEND INQUIRIES TO: Mrs. Mary Kelly
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JOB TITLE: TEACHER

QUALIFICATIONS: A Bachelor of Science or Bachelor of Arts degree in education or higher with major study in related field and a valid Alabama Department of Education teacher's certificate or a Day Trade Type II Certificate for applicable vocational teacher **AND** Highly Qualified Status per Alabama State Department of Education guidelines.

REPORTS TO: Principal

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible members of society.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated.
2. Establishes objectives and plans learning experiences commensurate with state and local guidelines and basic competency requirements.
3. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
4. Establishes and maintains standards of student behavior to create classroom environment conducive to learning.
5. Exhibits positive human relations skills.
6. Evaluates the educational program and/or student progress.
7. Communicates with parents/guardians, colleagues and community groups.
8. Maintains and submits records, reports, and written lesson plans.
9. Adheres to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
10. Engages in personal professional growth and demonstrates professional ethics and leadership.
11. Recognizes and refers students with possible special needs.
12. Make accommodations to provide for students with special needs.
13. Analyzes test data and other available information and plans and implements activities to provide remediation in areas of deficiency.
14. Takes reasonable precautions to protect students, equipment, materials and facilities.
15. Sponsors and/or assists with extra-curricular activities and other duties as reasonably assigned by the principal.

TERMS OF EMPLOYMENT: Nine, ten, or twelve month year. 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 Professional Personnel.

Approved By _____ Date _____

Signature of Employee _____ Date _____

Job Title: Maintenance Worker

Qualifications: High school diploma or GED required.
Experience in building maintenance (plumbing, electrical and carpentry), ability to manage and supervise people, properties and programs necessary to the operations and maintenance of schools and school facilities.
A valid driver's license with an acceptable driving record.
Ability to pass required background checks and meet district employment requirements.

Reports To: Maintenance Supervisor

The Maintenance Worker performs a variety of skilled and semi-skilled maintenance, repair, and preventive maintenance tasks to ensure school buildings, grounds, equipment, and facilities remain safe, functional, and attractive for students, staff, and visitors. This position works under the direction of the Maintenance Supervisor and supports the overall operation of the school system's facilities.

Performance Responsibilities:

- Perform routine maintenance and repair of school buildings, facilities, and grounds.
- Conduct preventive maintenance on equipment, HVAC systems, plumbing, electrical systems, and other facility components as assigned.
- Repair doors, windows, locks, flooring, ceilings, walls, and other building structures.
- Perform basic plumbing repairs, including replacing fixtures, repairing leaks, and clearing drains.
- Perform basic electrical repairs such as replacing switches, outlets, light fixtures, and bulbs.
- Assist with heating, ventilation, and air conditioning (HVAC) maintenance and repairs.
- Paint and perform minor carpentry work as needed.
- Operate maintenance tools, equipment, vehicles, and machinery safely and effectively.
- Respond promptly to maintenance requests and emergency repair situations.
- Inspect facilities for safety hazards and report deficiencies to supervisors.
- Maintain accurate records of work performed, materials used, and maintenance activities.
- Follow all district policies, safety procedures, and applicable regulations.
- Assist other maintenance personnel as needed.
- Perform other duties as assigned.

Physical Requirements:

- Frequently lift, carry, push, and pull materials weighing up to 50 pounds; occasionally lift heavier items with assistance.
- Ability to stand, walk, climb ladders, bend, stoop, kneel, and work in confined spaces.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to operate maintenance equipment and vehicles safely.

- Ability to respond to emergency situations outside normal working hours when required.
- Ability to use hand tools, power tools, and maintenance equipment safely.
- Ability to read and interpret work orders, manuals, and instructions.
- Ability to identify maintenance issues and implement appropriate repairs.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively both orally and in writing.
- Maintains appropriate interaction with students, staff, vendors, and the public.
- Strong organizational and time-management skills.

Terms of Employment:

Twelve months position, Employment terms, salary, benefits, and work schedule shall be established by the Board of Education and applicable district policies.

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: **TEACHER AIDE**

QUALIFICATIONS: High School Diploma or GED **AND** Highly Qualified Status per Alabama State Department of Education Guidelines.

REPORTS TO: Principal or Assigned Teacher.

JOB GOAL: To assist the teacher with assigned responsibilities.

PERFORMANCE RESPONSIBILITIES:

1. Performs all work assignments as directed by the teacher or principal.
2. Operates all equipment needed to provide assistance to the teacher.
3. Provides instructional assistance to students as planned by the teacher or principal.
4. Exhibits positive, cooperative behavior when working with children and other adults.
5. Maintains good attendance, and makes requests and notifications before being absent.
6. Maintains acceptable grooming and dress.
7. Accepts training and on-the-job suggestions by teachers or principal to improve behavior or technical skills.
8. Maintains confidentiality when applicable.
9. Perform general office stenographic and typing procedures as needed.
10. Other duties as reasonably required.

TERMS OF EMPLOYMENT: Nine month year. Salary and work year determined 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 _____