

# TRUSSVILLE CITY BOARD OF EDUCATION

## JOB VACANCY

**To: Principals**  
**From: Patrick M. Martin, Ph.D., Superintendent**  
**Re: Job Vacancy No. 26-11**

**POSITION ANNOUNCEMENT TO BE POSTED AT EACH SCHOOL AND AT THE BOARD OFFICE**

Date: February 2, 2026

Position/Title: Instructional Assistant Aide (s)

School/Work Site: Location To Be Determined

Grade Level(s) or Area: Grades K – 12<sup>th</sup> grades

Job Description: See Job Description Binder or access website [www.trussvillecityschools.com](http://www.trussvillecityschools.com) with Job Descriptions found under Careers.

Minimum Certificate or Qualifications Required: 2 years of college education, associate’s degree, or high school diploma or equivalent with a passing score on the Work Keys Test18

Minimum Experience Required: Entry Level

Salary: \$21,414 – \$26,974 (step commensurate with experience)

Contract Length: 9 Month/187 Days

Apply: HireTrue <https://careersalk12education.org/trussvillecity>

Every applicant and employee is entitled to equal treatment with regard to all terms and conditions of employment, assignment, promotion, demotion, salary, dismissal, and training. The Trussville City Board of Education is an equal opportunity employer. It is the official policy of Trussville City Board of Education that no person, on the grounds of race, color, disability, sex, religion, national origin, age, or other legally protected status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

### **JOB VACANCY ANNOUNCEMENT CHECKLIST**

(FOR CENTRAL OFFICE USE ONLY)

ACTION	PERSON RESPONSIBLE	DATE COMPLETED	INITS
AUTHORIZATION TO HIRE	Superintendent	1/30/2026	PM
POSTED	Administrative Assistant to the Superintendent	2/2/26	SW
BOARD ACTION	Administrative Assistant to the Superintendent		