

# NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: June 3, 2019

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**TITLE:** Assistant Principal

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**TERM:** 11 months

**JOB GOAL:** To assist the principal with all administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and district.

**QUALIFICATIONS AND TRAINING:**

- Masters Degree with an endorsement in Administration and Supervision
- Tennessee Professional Teaching License (current)
- Successful school level experience
- Three years of successful teaching experience (preferred)
- Effective decision-making and verbal/written communication skills
- Displays interpersonal skills
- Develop and maintain effective relationships
- Computer Skills (word processing, database, spreadsheet)
- Alternatives to the above qualifications as the Superintendent might find appropriate and acceptable

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**PERFORMANCE RESPONSIBILITIES:**

Job Description: Assistant Principal

1. Demonstrate instructional leadership
2. Assume responsibilities of the school in the absence of the principal
3. Assist in establishing and maintaining an effective learning climate in the school
4. Communicate effectively

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5. Assume responsibilities for assisting in the general supervision of all school activities; understands and consistently follows school board policies, school law, and administrative procedures
  6. Assist in the provision of the school-wide discipline program
  7. Assist the principal and faculty in the interpretation of quantitative and qualitative data
  8. Adhere to administrative regulations and directives
  9. Assist the principal and faculty in the development and implementation of continuous school improvement plans
  10. Perform additional job- related responsibilities as assigned by the building principal

## **APPLICATION PROCEDURE**

Please send a letter of interest and a resume to Toni Eubanks at [toni.eubanks@hcsk12.net](mailto:toni.eubanks@hcsk12.net)

Haywood County Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.