



**Job Posting
Sunny Hill Innovative
Learning Center
Assistant Director**

TITLE: SHILC Assistant Director

REPORTS TO: Director of SHILC

TERM: 10 Months

JOB GOAL: To assist the director 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:

- Master's Degree with an endorsement in Administration and Supervision (or evidence of working on administration endorsement)
- Tennessee Professional Teaching License (current)
- Successful school level experience
- Three years of successful teaching experience or equivalent
- 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:

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



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6. Assist in the provision of the school-wide discipline program
7. Make student decisions that are based on data
8. Adhere to administrative regulations and directives
9. Assist the director and faculty in the development and implementation of continuous school improvement plans
10. Use restorative practices
11. Analyze transcripts to determine the academic needs of the students
12. Perform additional job- related responsibilities as assigned by the building principal and/or superintendent

For additional information, please visit the following site: <http://haywoodschoools.com/haywood-county-schools/employment/>.

APPLICATION PROCEDURE:

Please send letter of interest and resume' to toni.eubanks@hcsk12.net