

POSITION ANNOUNCEMENTS

The Alexander City Board of Education is accepting applications for the following position:

JOB TITLE: **Assistant Principal
(Elementary/Secondary) – General
Posting for possible vacancies**

LOCATION: TBD

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of five (5) years classroom teaching experience and/or administrative experience in a K-6 for elementary or 7-12 for secondary setting preferred.

SALARY SCHEDULE AND AMOUNT: See salary schedules at
www.alexcityschools.net

BRIEF JOB DESCRIPTION: See Attached for Elementary and
Secondary

TERMS OF EMPLOYMENT: 202 days

APPLY TO: Applications must be submitted
through TEACH IN ALABAMA at
the below link:

https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500

POSTED: March 29, 2019

DEADLINE Minimum of 14 days or until filled

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: ASSISTANT PRINCIPAL - ELEMENTARY

REPORTS TO: Principal

SUPERVISES: Personnel assigned by the principal

QUALIFICATIONS:

3. Certification in Educational Leadership, School Principal, or Administration and Supervision.
4. Minimum of five (5) years classroom teaching experience and/or administrative experience in a K-6 setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of laws, regulations, and policies governing education in state and system.
2. Knowledge of curriculum and instructional programs and best practices for appropriate level.
3. Knowledge of budgetary process.
4. Excellent verbal and written communication skills.
5. Excellent leadership and organizational skills.
6. Excellent computer skills.
7. Strong interpersonal skills.
8. Knowledge of the state course(s) of study.
9. Knowledge of College and Career Readiness Standards.
10. Ability to lead multiple initiatives, plans, or tasks.
11. Professional whose strengths include the ability to build rapport with a diverse group of stakeholders.

JOB GOAL:

To assist the principal with administrative and instructional functions to meet the educational needs of students and to carry out the mission and goals of the school and the system.

PERFORMANCE RESPONSIBILITIES:

1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school.
2. Assist the principal in providing an atmosphere conducive to learning and teaching.
3. Assist in coordinating the selection and acquisition of instructional materials and equipment.
4. Assist in coordinating all testing programs at the school.
5. Assist the principal with personnel functions.
6. Assist in the supervision and management of the school site.
7. Assist in the coordination and supervision of before and/or after school programs or activities.
8. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.
9. Assist in ensuring students receive appropriate placement and services.

10. Assist with development and implementation of the Continuous Improvement Plan.
11. Assist in identifying and writing grants to enhance school goals.
12. Assist in overseeing food services at the school, including free and reduced price lunch eligibility.
13. Facilitate the implementation of the code of student conduct in accordance with school and system policy to ensure a safe and orderly learning environment.
14. Assist in developing and implementing family and community involvement programs and initiatives such as business partnerships.
15. Support and assist in implementing the school student services plan and program.
16. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
17. Analyze student performance data as a basis for curriculum improvement and staff development needs.
18. Assist in developing and monitoring the school budget.
19. Assist in managing student accounting and attendance procedures.
20. Prepare or oversee the preparation of required reports and maintain all appropriate records.
21. Model and maintain high standards of professional conduct.
22. Set high standards of performance for self, others, and school.
23. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
24. Facilitate problem solving by individuals and groups.
25. Counsel with parents and staff to resolve problems and concerns.
26. Assist parents in contacting school and agency support services.
27. Maintain visibility and accessibility on the school campus and at school-related activities and events.
28. Use effective communication techniques with students, teachers, parents, and other stakeholders.
29. Assist in preparing and disseminating school newsletters, memos, letters, and websites.
30. Make presentations to faculty, students, and parents as requested by the principal. Collaborate with school and system personnel in planning and implementing system initiatives.
31. Assist the principal in the development and implementation of procedures for dealing with school crises.
32. Deal with emergency situations quickly and effectively.
33. Deal effectively and appropriately with abuse situations.
34. Investigate student accidents and other incidents and take appropriate action.
35. Provide assistance with local school guidance program.
36. Assist with student teachers.
37. Work closely with undergraduate education programs, i.e., reading specialists.

PHYSICAL REQUIREMENTS:

Occasional lifting of up to 25 lbs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.

Signature: _____ Date: _____

Approved by Human Resources: _____ Date: _____

ALEXANDER CITY SCHOOLS
JOB DESCRIPTION

JOB TITLE: ASSISTANT PRINCIPAL - SECONDARY

REPORTS TO: Principal

SUPERVISES: Personnel assigned by principal

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of five (5) years classroom teaching experience and/or administrative experience in a 6-12 setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of laws, regulations, and policies governing education in state and system.
2. Knowledge of curriculum and instructional programs and best practices for appropriate level.
3. Knowledge of budgetary process.
4. Excellent verbal and written communication skills
5. Excellent leadership and organizational skills.
6. Excellent computer skills.
7. Strong interpersonal skills
8. Knowledge of the state course(s) of study.
9. Knowledge of College and Career Readiness Standards.
10. Ability to lead multiple initiatives, plans, or tasks.
11. Professional whose strengths include the ability to build rapport with a diverse group of stakeholders.

JOB GOAL:

To assist the principal with administrative and instructional functions to meet the educational needs of students and to carry out the mission and goals of the school and the system.

PERFORMANCE RESPONSIBILITIES:

1. Assist the principal in providing leadership, direction, and oversight for the administrative functions.
2. Assist in developing a school curriculum guide to be utilized by students as they register for classes.
3. Assist in developing a process for registration and monitor its implementation.
4. Assist in coordinating the school's accreditation programs.
5. Assist the principal with personnel functions.
6. Oversee the administration of all testing programs at the school.
7. Oversee the dropout prevention program.
8. Supervise extracurricular activities.
9. Provide curriculum and instructional leadership.
10. Seek and support school business partners.
11. Demonstrate a proactive orientation in recognizing and solving school problems.
12. Anticipate potential problems in planning and implementing programs and activities.
13. Assist in the development and implementation of the Continuous Improvement Plan.

14. Evaluate course offerings to ensure that student needs are considered and met.
15. Conduct needs assessment to determine an appropriate program for professional growth.
16. Assist in coordinating the school technology plan.
17. Assist in monitoring curriculum and instructional implementation to determine that system and state guidelines are met.
18. Assist in ensuring students receive appropriate placement and services.
19. Assist in monitoring substitute teacher selection and assignments.
20. Organize safety drills and submit reports.
21. Assist in supervising facilities and grounds operation.
22. Prepare or oversee the preparation of required reports.
23. Assist in preparing and managing the school textbook and instructional resource budget.
24. Develop schedules for facility utilization by the community.
25. Assist in monitoring effectiveness of guidance functions and practices.
26. Assist in developing, implementing, and monitoring a school-wide attendance plan.
27. Seek to improve skills and knowledge through inservice and other professional development activities.
28. Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
29. Work with coaches and athletic director to develop and maintain a sound athletic program.
30. Confer with students, parents, and teachers to resolve problems which inhibit learning.
31. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
32. Be visible in areas of the building with high potential for disruptions.
33. Support and attend community functions.
34. Use effective strategies to communicate with a variety of audiences.
35. Make presentations to faculty, students, and parents as requested by the principal.
36. Coordinate programs for pre-interns and interns from the university.
37. Participate in parent organization meetings.
38. Promote an effective public relations program through newsletters, parent/teacher conferences and meetings.
39. Exhibit confidence and commitment to the vision and mission of the school and system.
40. Assist principal in establishing procedures to be used in the event of school crises and provide leadership in the event of such incidents..
41. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
42. Deal effectively and appropriately with abuse situations.
43. Investigate student accidents and other incidents and take appropriate action.
44. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Occasional lifting of up to 25 lbs.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

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