

POSITION ANNOUNCEMENTS

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

JOB TITLE: **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 three (3) years classroom teaching experience and/or administrative experience.

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

BRIEF JOB DESCRIPTION: See Attached for Elementary and Secondary

TERMS OF EMPLOYMENT: 240 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: PRINCIPAL - ELEMENTARY

REPORTS TO: Superintendent

SUPERVISES: Assistant Principal, Guidance Counselor, Media Specialist, teaching staff, and support staff

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of three (3) years classroom teaching experience and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
2. Ability to select, hire, evaluate and reappoint personnel.
3. Ability to prepare and manage school budget and allocated resources.
4. Ability to use data in the decision-making process.
5. Ability to demonstrate the knowledge and practice of current educational trends, research and technology.
6. Ability to understand the unique needs, growth problems and characteristics of students in appropriate age group.
7. Ability to use group dynamics within the context of cultural diversity.
8. Excellent verbal and written communication skills.
9. Excellent leadership and organizational skills.
10. Excellent interpersonal skills

JOB GOAL:

To use all materials and human resources available to the greatest advantage in the service of all students at the school site and to provide leadership to successfully administer and supervise the total educational program within the framework of State Board of Education regulations and School Board policies.

PERFORMANCE RESPONSIBILITIES:

1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Manage and administer the accreditation program for the assigned school.
3. Manage and administer the instructional program as set forth in system guidelines.
4. Manage and administer the development of short- and long-range instructional and facility needs.
5. Manage and administer the testing program for the school.
6. Approve school-sponsored activities and maintain a calendar of all school events.

7. Provide for the articulation of the school's instructional program among school personnel.
8. Interview and select qualified personnel to be recommended for employment.
9. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
10. Establish job assignment for school-site administrators, teachers, and support personnel.
11. Develop positive school/community relations and act as liaison between the school and community.
12. Communicate effectively, both orally and in written, with parents, students, teachers, and the community.
13. Analyze and interpret data to be used in decision making.
14. Coordinate plant safety and facility inspections at the assigned school.
15. Coordinate all maintenance functions at the assigned school.
16. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
17. Keep the Superintendent informed of impending problems or events of unusual nature.
18. Establish adequate property inventory records and ensure the security of school property.
19. Establish school crisis plan and provide leadership in the event of such happenings.
20. Participate in system, county and state management meetings and activities appropriate for professional development as assigned.
21. Manage and administer personnel development through training, inservice and other developmental activities.
22. 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:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

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: PRINCIPAL - SECONDARY

REPORTS TO: Superintendent

SUPERVISES: Assistant Principal, Guidance Counselor, Media Specialist, teaching staff and support staff.

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of three (3) years classroom teaching experience and/or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to read, interpret and enforce the State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes.
2. Ability to select, hire, evaluate and reappoint personnel.
3. Ability to prepare and manage school budget and allocated resources.
4. Ability to use data in the decision-making process.
5. Ability to demonstrate the knowledge and practice of current educational trends, research and technology.
6. Ability to understand the unique needs, growth problems and characteristics of students in appropriate age group.
7. Ability to use group dynamics within the context of cultural diversity.
8. Excellent verbal and written communication skills.
9. Excellent leadership and organizational skills.
10. Excellent interpersonal skills.

JOB GOAL:

To use all materials and human resources available to the greatest advantage in the service of all students at the school site and to provide leadership to successfully administer and supervise the total educational program within the framework of State Board of Education regulations and School Board policies.

PERFORMANCE RESPONSIBILITIES:

1. Manage and administer the instructional program to ensure all students have the opportunity to learn.
2. Manage and administer the accreditation program for the assigned school.
3. Manage and administer the development of short- and long-range instructional and facility needs.
4. Manage and administer the testing program for the school.
5. Provide for the articulation of the school's instructional program among school personnel.

6. Interview and select qualified personnel to be recommended for employment.
7. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
8. Establish job assignment for school-site administrators, teachers, and support personnel.
9. Develop positive school/community relations and act as liaison between the school and community.
10. Communicate effectively, both orally and in written, with parents, students, teachers, and the community.
11. Analyze and interpret data to be used in decision making.
12. Coordinate plant safety and facility inspections at the assigned school.
13. Coordinate all maintenance functions at the assigned school.
14. Conduct staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
15. Keep the Superintendent informed of impending problems or events of unusual nature.
16. Establish adequate property inventory records and ensure the security of school property.
17. Establish guidelines for proper student conduct and implement disciplinary procedure and policies that ensure a safe and orderly school environment.
18. Establish school crisis plan and provide leadership in the event of such happenings.
19. Coordinate the supervision of all extracurricular programs at the assigned school.
20. Manage and supervise the school's athletic and student activity programs including the selection of club sponsors and coaches, approve all school-sponsored activities, and maintain a calendar of all school events.
21. Attend school-related activities and events.
22. Participate in system, county and state management meetings and activities appropriate for professional development.
23. Manage and administer personnel development through training, inservice and other developmental activities.
24. 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:

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: _____

