

September 5, 2017

**NOTICE OF VACANCY IN THE POSITION OF
ADMINISTRATIVE ASSISTANT,
INSTRUCTIONAL PROGRAMS**

- Job Title :** Administrative Assistant, Instructional Programs
- Job Description :** Central Office-level administrative position responsible for providing leadership in the planning, development, implementation, and evaluation of K-12 curricula.
- Required Qualifications :**
- Master's degree from an accredited educational institution;
 - Certification in Educational Leadership or Administration and Supervision;
 - Successful classroom teaching experience and staff-level experience.
 - School level administrative and supervisory experience.
- Desired Traits :** Knowledge of national and state curriculum initiatives. Knowledge of research, current trends, and best practices related to curriculum and instruction. Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with others. Ability to communicate effectively orally and in writing. Ability to utilize existing and emerging technologies and software.
- Salary Range :** The salary for the position \$74,880.00
- Application Information :** To be considered for this position, complete an online application At https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500 ,
- DEADLINE FOR APPLYING:** **ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED NO LATER THAN MIDNIGHT, September 25, 2017.**

The Elba City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications and to verify, clarify, or obtain supplementation regarding information supplied by applicants, as well as relevant background information