**PASS CHRISTIAN SCHOOL DISTRICT**

6457 Kiln-DeLisle Road

Pass Christian, Mississippi 39571

228-255-6200

**VACANCY**

**Position:**

Assistant Principal (Pass Christian School District)

**Description:**

To assist the Principal in directing the school’s operation and to be in charge of the school’s operation when the Principal is absent while demonstrating the district’s beliefs in order to provide an optimum educational experience for each student and to promote the student’s intellectual, emotional, physical, and social growth.

**Qualifications:**

* Master’s degree in administration and supervision from an accredited college or university
* Valid Mississippi Class AA administrator’s certificate
* Minimum of three years successful teaching experience
* Such alternatives to the above qualifications as the Board may find appropriate

**Required Knowledge, Administrative Skills, and Abilities:**

* Ability to work effectively in a team environment
* Ability to communicate effectively, both orally and in writing
* Knowledge of current educational best practices
* Ability to promote a climate conducive to learning
* Ability to assist in the interpreting and enforcing of board policy and procedures
* Ability to provide ongoing support to teachers concerning student attendance and discipline
* Ability to provide ongoing support to teachers with interventions to support student academic success
* Ability to promote cooperation and understanding between the school and home
* Ability to assist in the day-to-day operation of the school to include, but not limited to teacher evaluations, after-school meetings and functions, extra-curricular events, reporting, student activities, student transportation, substitute teachers, routine building maintenance, safety, textbooks, and other duties and responsibilities as the Principal may assign

**Endorsements:**

Mississippi AA Certification: 480, 486-488, 490, 491, 484

**Reports to:**

Principal

**Deadline for Receipt of Application:** Until filled

After review of applications, based on qualifications, selected candidates will be contacted for an interview.

***PASS CHRISTIAN PUBLIC SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR DISABILITY.***

***(Title VI: 34 CFR 100.3(c), Title IX: 34 CFR 106.51 and 106.60, Section 504: 34 CFR 10: 34 CFR 104)***