

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: February 1, 2010

TITLE: Assistant Principal – Elementary School

REPORTS TO: Principal

SUPERVISES: N/A

TERM: 10 months

JOB GOAL: To assist the Principal 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
- Tennessee teaching certificate (current)
- Successful school level experience
- Five years of successful teaching experience or equivalent
- Effective decision-making and verbal/written communication skills
- Displays interpersonal skills
- 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:

Job Description: Assistant Principal

1. Demonstrate instructional leadership
2. Assume responsibilities of the school in the absence of the principal
3. Assists in establishing and maintaining an effective learning climate in the school
4. Communicates effectively
5. Assumes responsibilities for assisting in the general supervision of all school activities

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6. Assists in the provision of the school-wide discipline program
7. Perform additional job-related responsibilities as assigned by the building principal

APPLICATION PROCEDURE

Haywood County Schools' Employees must submit to the Office of the Superintendent:

- (1). A Letter of Intent
- (2). A Resume' (one page – only)
- (3). A Vita Sheet (three page minimum)

Non-Haywood County Schools' Candidates must submit to the Office of the Superintendent:

- (1). A Letter of Intent
- (2). A Resume' (one page – only)
- (3). A Vita (three page minimum)
- (4). A Haywood County Schools' Application
(see website www.haywoodschoools.com)