

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: April 14, 2009

TITLE: Assistant Principal

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:

- Masters Degree with an endorsement in Administration and Supervision
- Tennessee Professional Teaching License (current)
- Successful school level experience
- Three years of successful teaching experience or equivalent
- Effective decision-making and verbal/written communication skills
- Displays interpersonal skills
- Develop and maintain effective relationships
- Computer Skills (word processing, database, spreadsheet)
- 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. Assist in establishing and maintaining an effective learning climate in the school
4. Communicate effectively

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: April 14, 2009

-
5. Assume responsibilities for assisting in the general supervision of all school activities
 6. Assist in the provision of the school-wide discipline program
 7. Assist the principal and faculty in the interpretation of quantitative and qualitative data
 8. Adhere to administrative regulations and directives
 9. Assist the principal and faculty in the development and implementation of the School Improvement Plan
 10. Conduct formal observations using the Tennessee Framework for Evaluation
 11. Carry out the Haywood County School Board policies
 12. 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 (**non-administrator**)
 - (a). Haywood County Schools
Questionnaire/Intent Form (**current administrator**)
- (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)

Haywood County Schools Is An Equal Opportunity Employer