

Posted: Oct 28, 2022

Certified Position:

Assistant Principal – Satsuma HS

Qualifications:

Please review the attached job description* for qualifications.

* This is a 12-month position.

Salary:

Based upon the current salary schedule approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the application process at

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500.

For more information, you may contact:

David Diaz
Satsuma High School
1 Gator Circle
Satsuma, AL 36572
(251) 380-8190
ddiaz@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



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Job Title – Assistant Principal (HR020)

Supervisor: Principal

FLSA Status: Exempt

Job Goals:

To serve as an instructional and administrative leader of the school and to work with staff, students, and community to formulate and accomplish the school's mission.

Minimum Qualifications:

1. Master's degree from an accredited college or university.
2. Three (3) years teaching experience.
3. Valid Alabama certification in administration/supervision.
4. Ability to meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
5. Comprehensive knowledge of current curriculum and instructional practices and trends.
6. Ability to plan and organize effectively.
7. Ability to evaluate the work of others.
8. Demonstrated proficiency in oral and written communication skills.
9. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, including, but not limited to, students, faculty, staff, parents, and community members.
10. Ability to communicate clearly and concisely, both orally and in writing.
11. Knowledge of school law.
12. Successful previous experience in maintaining effective discipline.
13. Ability to plan and conduct faculty meetings.
14. Physically capable to perform job responsibilities.
15. Ability to solve problems as a productive team member.
16. Ability to use and facilitate the use of technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
17. Ability to be punctual and in regular attendance.
18. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Assists in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
3. Assists the principal in the personnel function (orientation, training, supervision, evaluation, mentoring, etc.)
4. Assists the principal in securing, maintaining, and managing material resources.
5. Assists in improving student attendance.
6. Assists with scheduling and assigning students for instruction.
7. Assists with extracurricular activities at the level assigned.
8. Assists with the distribution and accounting of textbooks, technology equipment, and instructional supplies.
9. Models appropriate and innovative use of technology for faculty, staff, and students.
10. Facilitates and monitors the integration of technology in the classroom.
11. Prepares reports, presentations, publications, or rosters as assigned.



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12. Attends meetings, trainings, seminars, and workshops as required.
13. Attends and assists with supervision of school system activities, events, ceremonies, and conferences as needed.
14. Assumes overall responsibility for the school in the absence of the principal.
15. Models and maintains high ethical standards.
16. Demonstrates initiative in the performance of assigned responsibilities.
17. Responds to inquiries and requests in a timely and positive manner.
18. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
19. Demonstrates initiative in identifying opportunities for improvement in areas of responsibility.
20. Engages in professional growth and demonstrates professional ethics and effective leadership.
21. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
22. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
23. Properly cares for equipment and material resources of the school system.
24. Uses effective collaboration skills to work as a productive team member.
25. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
26. Reports absences and takes leave in accordance with Board policies and procedures.
27. Performs any other job-related duties as assigned by Supervisor(s).

Terms of Employment:

As established by the Board and applicable state law.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.