Hickman County Schools

Job Title: Secondary Assistant Principal

Contract Period: 12 months

Reports to: Director of Schools

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Purpose of Job: Provide leadership for the school site, including support of the instructional process and overall operations of the school building. Communicate with students, parents, teachers, and stakeholders. Enforce established rules and policies.

Essential Functions:

* Supervise the operation and management of the personnel and facilities of the school.
* Assume administrative responsibility and instructional leadership under the supervision of the director of schools and in accordance with the written policies of the local board of education for the planning, management, operation and evaluation of the education program of the school(s) to which assigned.
* Administer and implement the school behavior and discipline code and require guest passes for all persons other than enrolled students and employees of the school.
* Perform such other duties as may be assigned by the director of schools pursuant to the written policies of the local board of education.
* Prepare, annually, a budget request for the school under the principal's care and submit the budget request to the director of schools.
* Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
* Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
* Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
* Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals.

Job Requirements: Minimum Qualifications

* A valid teaching license with an endorsement in Administration is required.
* Three years of verified experience in education are required. Previous teaching experience at the secondary level or previous administrative experience is preferred.

Application Process

Candidates wishing to apply for this position should complete a professional teaching application for the Hickman County School system, located [here](http://hickmank12.org/employment-opportunities/). Applications can be mailed or hand-delivered to 7700 Highway 7, Lyles, TN, 37098, to the attention of Kimberly Williams, Principal of East Hickman High School.

Current employees of the Hickman County School System may apply by submitting a letter of interest to Kimberly Williams, Principal of East Hickman High School.

Questions about this position may be directed to Kimberly Williams at [kimberly.williams@hickmank12.org](mailto:kimberly.williams@hickmank12.org) or Michelle Gilbert at [michelle.gilbert@hickmank12.org](mailto:michelle.gilbert@hickmank12.org).