

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

December 15, 2022

The Autauga County Board of Education is now accepting applications for the positions of: Principal at Prattville Elementary School

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class A or higher, with an endorsement in educational administration

Effective Date: After Board Approval

Salary: Negotiable for Contract Principals

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: January 6, 2023 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

PRINCIPAL

POSITION TITLE: Principal

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Superintendent of Education

SUPERVISES: Faculty, staff and students as assigned to school

QUALIFICATIONS:

The Principal shall have the professional qualifications of a teacher in Alabama, and it shall be required that the Principal hold a master's degree from an accredited institution with a major in administration and supervision. All Principals are expected to continue their professional training, and shall be required to earn at least six semester hours of graduate credit during each five year period of employment until he/she shall have earned an additional thirty semester hours of graduate credit or until he/she has reached the age of sixty, whichever comes first.

In addition, the following qualifications are required:

1. A minimum of three (3) years successful teaching experience and a minimum of one (1) year administrative experience as a principal or assistant principal at the elementary (K-6) or secondary (7-12) levels.
2. Demonstrated leadership, administrative and supervisory qualities.
3. Effective skills in human relations.
4. Proficiency in verbal and written communication skills.
5. Successful participation in professional development activities on the individual, local school and school system levels.
6. Educational, civic and community involvement.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Provides effective leadership in planning, developing, implementing and evaluating the instructional program.
2. Interprets and enforces federal and state laws and state and local board policies.
3. Assists in recruiting, screening, selecting and assigning of the school's certified and classified staff.
4. Assists in securing, maintaining, and managing material resources.
5. Prepares and administers the school budget and supervises local finances.
6. Assumes responsibility for scheduling.
7. Ensures students receive appropriate placement and services.
8. Plans and accomplishes personal professional growth and demonstrates professional ethics.
9. Demonstrates proficiency in written and oral communication.
10. Provides professional opportunities for staff.
11. Communicates and clarifies the school's mission to students, staff, and community.
12. Provides a safe, orderly environment that facilitates teaching and learning.
13. Provides a climate of high expectations for staff and students.
14. Supervises, observes, and evaluates teachers and staff.
15. Performs any other jobs as assigned.