

## Job Title: Assistant Principal

**School Summary:** Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

**Position Summary:** The Assistant Principal reports directly to the Principal. The Assistant Principal will contribute to the successful achievement of Furlow Charter School's mission and priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

Essential duties will include, but are not limited to, the following:

- Articulate a vision and collaboratively work with staff, students, parents and all stakeholders to analyze academic achievement data and instructional programs to develop and to monitor progress of a School Improvement Plan that results in increased student learning; and improved overall school effectiveness.
- Plan for and solicit staff, parent, student, and stakeholder input to promote effective decision-making and to provide a variety of opportunities for parent and family involvement in school activities.
- Consistently model and actively promote shared decision-making, high expectations, mutual respect, and a positive school culture.
- Possess the ability to model, promote, and engage students and staff in the integration of technology in student learning activities.
- Support, communicate, and implement school safety measures and crisis emergency plans to create and sustain a safe, secure, orderly, and healthy learning environment.
- Ensure that all interschool contests and other school-sponsored activities are under the direct and complete control of school administration.
- Follow federal, State, and local policies/procedures with regard to finances and accountability and reporting for all school funds; and the effective allocation of resources.
- Supervise the proper use and preservation of buildings, grounds, furnishings, equipment, and facilities of the school.
- Select, assign, support, evaluate, and retain high quality instructional and support personnel in accordance with local, State, and federal requirements.
- Implement employee evaluation systems fairly and consistently, within required timeframe and format, to document proficiencies and deficiencies; and to provide timely formal and informal feedback.

- Foster the success of students by demonstrating professional standards and ethics, engaging in continuous professional development and contributing to the profession.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Administer regulations affecting scholarship and discipline, and counsel with students as needed.
- Carry out duties in accordance with federal and state laws, Code of Ethics and established state and local school board policies, regulations and practices.
- Fulfill contractual obligations and assigned duties in a timely manner; perform professionally and efficiently other duties as assigned

**How to Apply:**

- Interested candidates should email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)
  - A cover letter explaining your interest in the position.
  - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.