

Position: Assistant Principal

Location: Pikeville Elementary

Requirements:

1. Master's degree in job related area.
2. 3 Years' Experience as a Teacher.
3. Certificates & Licenses This is a certified position.
4. Valid TN Teacher's License/Certification Administrative Certification
5. Copy of resume and transcripts

Duties include, but are not limited to the following:

- Responsible for assisting with the educational mission of the school system at assigned school.
- Assists with the opening and closing of the assigned school each day at the time established by the building principal.
- Evaluates teachers and other personnel as directed by the building principal.
- Assists with the proper care and accounting of all equipment, textbooks, and supplies assigned to the school.
- Assists in administering the code of discipline and behavior within the school in accordance with BOE policy and building principal's authorization.
- Assists in the resolution of complaints and grievances when they arise. Informs parents, students, teachers and others of all compliant or grievance procedures and requirements as required.
- Assists in the supervision of approved extra-curricular activities to support the overall instructional program at respective school.
- Assists in the efficient management of all resources provided in support of the overall instructional program
- Assists in the guidance, teaching, assisting and evaluation of all staff and faculty members in his/her school as authorized by the building principal.
- Represents the school and community in a positive manner.
- Performs other work-related duties as assigned by the building principal.

Deadline for Applications: Until Filled

Applications are available at the Bledsoe County Board of Education at 478 Spring Street, Pikeville, TN 37367. (423-447-2914) or on line at [www.bledsoecountyschools.org](http://www.bledsoecountyschools.org)

Those interested should complete an application for employment.

Post Date 09/12/2022

