

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

POSITION ANNOUNCEMENT

January 26, 2023

The Autauga County Board of Education is now accepting applications for the positions of: 12-Month Assistant Principal at Prattville Junior High 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: Following Board Approval

Salary: (ACBOE approved salary schedule based on rank, certification and experience)

Contract Length: 240 days (12 months)

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: February 9, 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

ASSISTANT PRINCIPAL

POSITION TITLE: Assistant Principal
RESPONSIBLE TO: Superintendent of Education
REPORTS TO: Principal
SUPERVISES: Faculty, staff, and students as designated by the principal

QUALIFICATIONS:

The Assistant Principal shall have the professional qualifications of a teacher in Alabama, and it shall be required that the Assistant Principal, at a minimum, hold a master's degree from an accredited institution with a major in administration and supervision. All Assistant 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 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 as well as current teaching and/or administrative experience.
2. Demonstrated leadership, administrative and supervisory qualities.
3. Effective skills in human relations.
4. Proficiency in oral 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. Assists in providing effective leadership in planning, developing, implementing and evaluating the instructional program.
2. Assists in interpreting and enforcing federal and state laws and state and local board policies.
3. Assists the principal in personnel functions.
4. Assists the principal in securing, maintaining, and managing material resources.
5. Assists in preparing and administering the school budget and supervising school finances.
6. Assists the principal in assuming responsibility for scheduling.
7. Assists in ensuring that students receive appropriate placement and services.
8. Assists in providing professional growth opportunities for staff.
9. Assists in communicating and clarifying the school's mission to students, staff and community.
10. Assists in providing a safe, orderly environment that facilitates teaching and learning.
11. Assists in providing a climate of high expectations for staff and students.
12. Performs any other duties as assigned.

JOB GOAL:

To serve as the professional assistant leader of the school. To work, under the direction of the principal, with staff, students, and community to ensure a high-quality educational program and to formulate and accomplish the school mission. To assist the principal in providing for an environment of high expectations for staff and students.