

Vidalia City Schools

VACANCY ANNOUNCEMENT

Job Title:	ASSISTANT PRINCIPAL	Department/School:	ADMINISTRATION
Location:	J. R. Trippe Middle School	Job Group/Type:	FLSA Exempt
Issue Date:	March 20, 2023	Advertisement Period:	Until filled
Terms of Employment:	2023/24 School Year (220 Workdays)	Salary Range:	Per salary scale & verifiable experience

Job Duties / Qualifications

Role and Responsibilities

- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Prepares class schedules, master schedules, extracurricular activities.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Supervises departments as assigned.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conform with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Assists in the budgetary and financial affairs of the school consistent with school district policies.

Other functions of the job include but are not limited to the following

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails
- Maintain integrity of confidential information relating to students, staff, or district patrons;
- Participate in appropriate professional activities
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed
- Perform all other duties as assigned

Qualifications and Education Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Eligible for certification in the appropriate area as issued by the Georgia Professional Standards Commission; Meet professional teacher education requirements of school, district and state
- Ability to establish and maintain cooperative and effective working relationships with others
- Ability to use formal language both orally and in writing to effectively communicate with all stakeholders

Vidalia City Schools

VACANCY ANNOUNCEMENT

- Must have the ability and proven ability to report to work on a regular and punctual basis
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Knowledge and implementation of relevant technology
- Acceptable background check as per O.C.G.A. 20-2-211.1

Procedure for Applying

All interested individuals must submit a certified employment application to:

Vidalia City Schools
ATTN: Personnel
1001 North Street West
Vidalia, Georgia 30474

No faxed applications will be accepted. In-system employees need only submit a letter of interest and resume. Include a copy of college transcripts and credentials.

Applications can be obtained at the system website on the human resources page: www.vidaliacityschools.org

The Vidalia City Board of Education is an equal opportunity employer and does not discriminate against any person on the basis of sex, race, color, religion, national origin, age or handicap in any of its education or employment programs or activities.

The Vidalia City School system operates a Drug-Free, Public Workplace.