

Vacancy  
Evergreen City School  
May 13, 2026

The Conecuh County Board of Education is accepting applications for the following vacancy:

Principal

**Position Title:** K–8 Principal  
**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Contract Length:** 12 Months

**Qualifications**

- Master's degree or higher from an accredited institution.
- Valid Alabama Professional Educator Certificate with instructional leadership certification required.

**Experience**

- Minimum of 10 years successful experience in K-12 education
- Minimum 5 years administrative or leadership experience
- Experience working with elementary and/or middle school students preferred

The K–8 Principal serves as the instructional and operational leader of the school and is responsible for creating a safe, supportive, and academically rigorous learning environment for students in kindergarten through eighth grade. The principal provides leadership in curriculum and instruction, student discipline, personnel management, school improvement, community relations, and daily school operations while ensuring compliance with all local, state, and federal regulations.

The principal promotes high expectations for academic achievement, positive school culture, and continuous improvement aligned with the goals and vision of Conecuh County Schools.

- Provide leadership for the planning, implementation, and evaluation of instructional programs for grades K–8.
- Monitor student achievement data and lead school improvement efforts to increase academic performance.

- Ensure curriculum implementation aligns with Alabama Course of Study standards.
  - Conduct classroom observations and provide timely feedback to instructional staff.
  - Support evidence-based instructional practices and intervention strategies.
  - Lead professional learning opportunities for faculty and staff.
  
  - Establish and maintain a positive, safe, orderly, and student-centered school environment.
  - Implement effective student discipline procedures consistent with district policy and the Alabama Student Code of Conduct.
  - Promote student attendance, engagement, and character development.
  - Foster positive relationships among students, staff, parents, and community stakeholders.
  
  - Supervise and evaluate certified and classified personnel in accordance with district policies and state requirements.
  - Participate in recruitment, hiring, assignment, and retention of school personnel.
  - Build collaborative leadership teams and encourage professional growth among staff.
  - Maintain appropriate staffing schedules and duty assignments.
  
  - Oversee daily school operations, including transportation, facilities, cafeteria services, and safety procedures.
  - Develop and manage the school budget in accordance with district guidelines.
  - Ensure accurate maintenance of student records, reports, and accountability documentation.
  - Coordinate emergency preparedness and crisis response procedures.
  
  - Promote strong communication between school and home.
  - Encourage parental involvement and community partnerships.
  - Represent the school positively within the community and at district functions.
  
  - Ensure compliance with all applicable federal, state, and local laws, policies, and procedures.
  - Maintain confidentiality regarding students, staff, and school matters.
  - Prepare reports and documentation required by the district and the Alabama State Department of Education.
  
  - Perform other duties as assigned by the Superintendent.
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# Knowledge, Skills, and Abilities

- Strong instructional leadership and organizational skills.
- Knowledge of curriculum, assessment, and school improvement processes.
- Ability to analyze data and implement strategies for student achievement.
- Effective communication, collaboration, and conflict-resolution skills.
- Ability to manage multiple priorities and meet deadlines.
- Knowledge of Alabama education laws, policies, and accountability standards.
- Proficiency in educational technology and data systems.

Applications will be received through May 20, 2026 or until position is filled.

Applications are available online at [www.conecuhk12.al.us](http://www.conecuhk12.al.us) under human resources. Please include your certificate, resume and a copy of your transcript. You may apply online through Hire Tru <https://alsde.hiretrue-pro.com/hiretrue/app/index.html-/alsde-sso-type-selection> or email your application to [conecuh.applicants@conecuhk12.com](mailto:conecuh.applicants@conecuhk12.com)

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