

VACANCY

½ Asst. Principal / ½ ELA Teacher (HHS)

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

Position Title: ½ Asst. Principal

Contract: 10 months Position

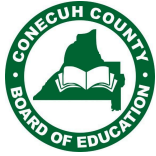
Qualifications: 1. Valid Alabama Education Leadership Certificate

2. Valid Alabama Education Certification for either the elementary or secondary level.

3. At least five years of successful experience as a classroom teacher.

Responsibilities

- Assist the Principal in the overall administration and operation of the school.
- Promote high academic standards and support instructional improvement.
- Monitor student achievement data and assist in implementing strategies to improve student performance.
- Supervise and evaluate certified and classified personnel as assigned.
- Support teacher growth through coaching, mentoring, and professional development.
- Maintain a safe, orderly, and positive school climate.
- Oversee student discipline and implement the school's behavior management procedures.
- Communicate with parents regarding student attendance, behavior, and academic progress.
- Monitor student attendance and develop interventions to improve attendance.
- Assist with school safety plans, emergency drills, and crisis response procedures.
- Supervise student arrival, dismissal, lunch, extracurricular activities, and other school events.
- Coordinate state and local testing procedures and ensure testing security.
- Assist with curriculum implementation and instructional planning.
- Ensure compliance with federal, state, and local policies, procedures, and regulations.
- Maintain accurate student discipline and attendance records.



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- Participate in the development and implementation of the School Improvement Plan.
- Assist with the preparation of the school's master schedule.
- Support hiring, onboarding, and mentoring of new staff members.
- Attend faculty meetings, professional development sessions, and district meetings.
- Build positive relationships with students, staff, parents, and community stakeholders.
- Collaborate with counselors, special education staff, instructional coaches, and other support personnel to meet student needs.
- Assist with budgeting, inventory, and the management of school resources as assigned.
- Serve as Building Test Coordinator
- Coordinate and supervise extracurricular programs and school activities.
- Maintain confidentiality of student and personnel information.
- Perform other duties assigned by the Principal or Superintendent.

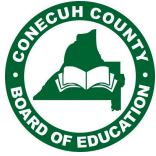
Position Title: ½ ELA Teacher

Qualifications:

- Bachelor's degree or higher from an accredited college or university
- Must have or be able to obtain upon employment a valid Alabama teaching certificate in the grade level, subject area(s) assigned
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No
- Must meet background clearance requirements as specified by Alabama statutes and State Board of Education regulations

Responsibilities:

- Understand and assist in upholding and enforcing school rules, administrative regulations, and Board of Education policies
- Participate in the efficient and effective operation of the school and school system
- Such participation shall include teachers in consultation through meetings, conferences, and committee responsibilities
- To abide by the standards established for teachers' professional and personal conduct by the printed and published Code of Ethics
- To follow the courses of study approved by the State Board of Education and curriculum guides and textbooks approved and adopted by the Conecuh County Board of Education
- Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided and appropriate to the interests and maturity of the students
- Establish and maintain appropriate discipline in the classroom and assist staff in establishment and maintenance of discipline in the school environment



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- Prepare for classes assigned, and show written evidence of preparation upon request of the principal
- Maintain accurate, complete, and correct records as required by law, board policy, and administrative regulation
- Evaluate student progress on a regular basis and in accordance with the system's established procedures
- Seek assistance of specialists as needed and make referrals when appropriate
- Take all necessary and reasonable precautions to protect students and to safeguard all equipment, materials, and facilities
- Work with other staff members in planning school activities, instructional goals, objectives, and methods
- Attend and participate regularly in faculty meetings
- Maintain a professional, cooperative working relationship with parents and community
- Promote good public relations for school and school system with the general public
- Maintain and improve professional competence
- Perform other related duties during school necessary to the safe and effective operation of the school when requested by the principal
- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel

Reports To: Principal

Applications will be received through: July 26, 2026

Applications are available at www.conecuh.k12.al.us under human resources. You may send your application to conecuh.applicants@conecuhk12.com. If you are currently employed you may send a letter of interest to leann.smith@conecuhk12.com.

Conecuh County Board of Education does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. In any of its activities or operations.