



## VACANCY ANNOUNCEMENT JOB DESCRIPTION

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| <b>POSITION TITLE:</b> (SA3a) Elementary Assistant Principal <b>MAIN ELEMENTARY SCHOOL</b> |
| <b>DEPARTMENT:</b> School Administration   |
| <b>WORK DAYS:</b> 210  |
| <b>REPORTS TO:</b> Principal   |
| <b>SALARY SCHEDULE:</b> A Level 1  |

### REQUIREMENTS:

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| <ul style="list-style-type: none"> <li>● Educational Level: Master Degree in Educational Leadership required, or Master Degree in other education field which requires completion of an Educational Leadership program within 5 years</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or higher, or meets qualifications for NPL-5 and passing score on the GACE Educational Leadership Assessment</li> </ul>                               |
| <ul style="list-style-type: none"> <li>● Experience: 3 years successful educational experience</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Physical Activities: Routine physical activities that are required to fulfill job responsibilities</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Knowledge, Skills, &amp; Abilities: Written and oral communication, leadership, organizational and interpersonal skills, computer competence, instructional strategies that connect the curriculum to the learners, student management</li> </ul> |

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

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| <ul style="list-style-type: none"> <li>● Demonstrates prompt and regular attendance</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Assumes responsibility in the absence of the principal; assists in the enforcement of policies concerning student discipline and attendance</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Keeps the principal apprised of activities, situations, and developments that affect the school operation</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Assists in the supervision, observation, and evaluation of staff</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Assists with directing and improving curriculum and instruction</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Assists with the organization and implementation of staff development; assists in the supervision of extracurricular program; assists with safeguarding the health, safety, and welfare of students</li> </ul> |
| <ul style="list-style-type: none"> <li>● Supervises student activities, assemblies, and other activities;</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Assists in organizing student activities; assists with the supervision of student orientation, registration, and scheduling</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Assists with the maintenance and operations of the school facility</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Assists with the administration and supervision of the total school program in accordance with applicable regulations</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Assists with the financial operation of the school, as needed; demonstrates consistent appropriate fiscal management of funds</li> </ul>   |
| <ul style="list-style-type: none"> <li>● Serves as a member of Tribunal panels, as needed</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Performs other duties as assigned by principal</li> </ul>  |

Internal applicants may email [hr@rcs.rome.ga.us](mailto:hr@rcs.rome.ga.us) to make your interest known for the position.

revised 6/19

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