



ANNOUNCEMENT OF VACANCY
ASSISTANT PRINCIPAL PEARL UPPER ELEMENTARY SCHOOL

Pearl Public School District is seeking qualified applicants for the position of Assistant Principal at Pearl Upper Elementary School.

- Length of Contract: 210 days
- Beginning Date: On or about July 8, 2024

QUALIFICATIONS:

1. Valid Mississippi Educator License with an endorsement in school administration.
2. Master's degree or higher.
3. Kind and amount of prior job experience as required by the Board.
4. Such alternatives to the above qualifications as deemed appropriate and acceptable by the Board.

REPORTS TO: Principal

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Assists in the development, revision, and evaluation of the curriculum.
5. Assists in the supervision of all school-level professional, paraprofessional, administrative, and non-professional personnel.
6. Assists in recruiting, screening, hiring, training, assigning, and evaluating the school's professional staff.
7. Assists in the orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
8. Requisitions supplies, textbooks, and equipment; conducts inventories; maintains records and receipts for such material.
9. Assists with the implementation of the district's and the school's safety and crisis management policies.
10. Assists with the implementation of the district's and the school's wellness policy.
11. Assists in safety inspections and safety drill practice activities.

12. Maintains high standards of student conduct and enforces discipline as necessary, affording due process rights to students.
13. Assists in maintaining discipline throughout the student body, dealing with special cases as necessary.
14. Supervises the reporting and monitoring of student attendance and works with other staff and community resources for investigative follow-up actions as assigned by the principal.
15. Supervises the reporting and monitoring of teacher attendance as assigned by the principal.
16. Supervises the substitute teacher process as assigned by the principal.
17. Supervises and evaluates the school's extracurricular program, working in collaboration with the athletic director and principal.
18. Performs such record-keeping functions as directed by the principal or central office.
19. Makes recommendations concerning the school's administration and instruction.
20. Supervises teachers and departments as assigned by the principal.
21. Assists in the evaluation of and counseling of all staff regarding individual and group performance as assigned by the principal.
22. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services as assigned by the principal.
23. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
24. Assumes responsibility for own professional growth and development; for keeping current with the literature, new research and findings, and best practices; and for attending appropriate professional meetings.
25. Follows all board policies and procedures.
26. Maintains regular attendance and is punctual.
27. Promotes the district's vision, mission, and goals.
28. Adheres to the Mississippi Code of Ethics.
29. Performs other tasks and assumes other responsibilities as requested/assigned by the immediate supervisor and Superintendent.

APPLICATION PROCESS: Complete an online application at www.pearlk12.com, submit a letter of interest and a resume to Mrs. Kim Scutch, incoming Principal of Pearl Upper Elementary, by Tuesday, January 23, 2024. Be sure to include the name, email address, and phone number of three professional references on your resume.

TIMELINE: After a review of the resumes, a selected number of interviews will be held.

PEARL PUBLIC SCHOOL DISTRICT



VISION WE ARE PEARL

Learning • Serving • Achieving

MISSION

The mission of Pearl Public School District is to prepare each student to become a lifelong learner, achieve individual goals, and positively impact a global society.

Pearl Public School District is an equal opportunity and affirmative action employer.