

ELIZABETHTON CITY SCHOOLS
POSITION ANNOUNCEMENT
August 23, 2010

Title: Assistant Principal, T. A. Dugger Jr. High School, to begin the 2010-2011 school year

Qualifications: Valid Tennessee teacher's license with appropriate endorsement. Certification in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree. Administrative or supervisory experience is preferable. Meet the health and physical requirements and be fingerprinted, if needed. The person employed in this position will work an eleven (11) month contract. Salary will be based on applicable salary scale.

Job Goal: To assist the principal in providing schoolwide leadership and perform administrative and supervisory duties as assigned by the principal.

ESSENTIAL FUNCTIONS:

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Works with department heads and faculty in compiling the annual budget requests.
4. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and checks on receipts for such materials.
5. Assists in conducting of safety inspections and safety drill practice activities.
6. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support service.
7. Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
8. Performs such record-keeping functions as the principal may direct.
9. Supervises teachers and departments as assigned by the principal.
10. Performs observations and evaluations of teachers as assigned by the principal.
11. Performs such other tasks and assumes other responsibilities as the principal may from time to time direct.

Physical Demands: This job may require lifting of objects that exceed 50 lbs. with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows: pushing and/or pulling; climbing; stooping and/or kneeling; reaching; talking; hearing; seeing.

Temperament:

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure;
2. Adaptability to accepting responsibility for the direction, control, or planning or an activity;

3. Adaptability to dealing with people beyond giving and receiving instruction;
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Working Conditions: Normal working environment.

General Requirements: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Submit applications to: Elizabethton Board of Education
804 South Watauga Avenue
Elizabethton, Tennessee 37643-4207

Application Deadline: September 2, 2010, 8:00 a.m., or until position is filled

Contact Person: Randy Little, Principal
423-547-8025