



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2023-2024 School Year

POSTING DATE: May 22, 2023

CLOSING DATE: June 2, 2023 or until filled

POSITION TITLE: Elementary Assistant Principal – Sweetwater Elementary School

PRIMARY FUNCTION: To assist the Principal in building and supporting a professional learning community and providing a safe environment conducive to learning. To make the school facility an attractive, pleasant, and productive place in which to work and learn.

REQUIREMENTS:

Educational Level: Master's Degree or higher (Preferred major in educational administration)

Certification/License: Hold or be eligible for a Standard or Non-renewable Tier 1 or Tier 2 Educational Leadership Certification.

Experience: At least three years of successful educational experience preferred.

Physical Activities: Routine physical activities that are required to fulfill job responsibilities.

Proficient Skills: Leadership and knowledge of elementary school instructional programs. Ability to communicate effectively with others orally and in writing. Ability to budget time and effort. Demonstrates positive attitude toward self-evaluation and self-improvement.

ESSENTIAL DUTIES:

1. Demonstrates regular attendance and is punctual.
2. Assists in building and supporting a professional learning community.
3. Assumes responsibility in the absence of the principal.
4. Keeps the principal informed of activities, situations, and developments that effect the school operation.
5. Assists with the financial operation of the school as directed and demonstrates appropriate fiscal management of funds for which he/she is responsible in compliance with all applicable rules and regulations.
6. Evaluates staff members as assigned.
7. Emphasizes appropriate behavior management, citizenship responsibilities and positive growth of

- students, including student discipline and attendance.
8. Assists in supervising, directing and improving the instructional program.
 9. Adheres to and enforces state, county and school policies and procedures as stated by published guidelines and current administrative interpretations.
 10. Keeps abreast of new materials, teaching techniques and developments in the profession by attending meetings and reading journals or other publications.
 11. Handles routine practices effectively and keeps accurate records.
 12. Implements student support team functions according to guidelines.
 13. Effectively coordinates functions related to traffic control and student transportation.
 14. Supervises auxiliary services including pupil attendance accounting.
 15. Organizes and supervises extra-curricular activities suited to elementary students.
 16. Supervises the maintenance and operation of the school facility and food service program.
 17. Assists the total school program in accordance with school system philosophy, school board requirements, accrediting agency standards and state school statutes.
 18. Makes the school facility an attractive, pleasant and productive place in which to work and learn.
 19. Guards the health and safety of the students in all school situations.
 20. Maintains a good working relationship with school and system-level personnel.
 21. Deals with students, teachers, and parents in a friendly, firm, fair, and consistent manner.
 22. Is accessible to students, staff and community.
 23. Establishes and maintains good public relations.
 24. Performs other duties as assigned by the appropriate administrator.

REPORTS TO: Elementary School Principal

APPLICATION PROCEDURES:

External Applicants: Apply online through TeachGeorgia (www.teachgeorgia.org). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by June 2, 2023.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.