



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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D’Ette W. Devine, Ed.D.
Superintendent

Dawn K. Branch
President, Board of Education

PLEASE POST

July 31, 2017

PLEASE POST

CLOSING DATE: August 14, 2017

HIGH SCHOOL ASSISTANT PRINCIPAL

GENERAL PURPOSE OF THE POSITION

Under the direction of the principal, the assistant principal will assist in the operation of the school with specific responsibilities in the areas of instruction, school climate, discipline, attendance, plant operations, inventory, student activities, and the management of school funds. The assistant principal is expected to follow at all times the policies, regulations, and administrative directives of the Cecil County Public Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Works in collaboration with the principal in providing instructional leadership.
 - a. Assists in the improvement of instruction through teacher observations, evaluations, and conferences.
 - b. Assists in promoting and providing on-going staff development through the creation of a “Learning Community.”
 - c. Collaborates with the principal, instructional coordinators, and other resource personnel in providing instructional help to teachers in need of improving the teaching-learning process.
2. Assists in the development, implementation, supervision, and evaluation of the instructional/educational program in areas assigned.
3. Provides leadership in the implementation and evaluation of a data driven school improvement plan and process.
4. Collaborates with the principal in coordinating all aspects of the school program and related activities and assumes the duties and responsibilities of the principal in his/her absence.
5. Provides leadership to staff and students in the maintenance of a safe, clean, and orderly school facility.
6. Assists in promoting and enhancing a positive climate for learning throughout the school.
7. Develops good rapport and a sound working relationship among school personnel, students, and the community.
8. Maintains appropriate standards of effective discipline consistent with positive school climate for students in the areas assigned by the principal.
9. Maintains in the proper format required records for discipline, monthly attendance, and students’ suspensions, etc.
10. Assists with the coordination of all auxiliary services to provide an effective and efficient school operation that supports the educational program.
11. Assists the principal in the supervision and evaluation of support services staff.
12. Seeks opportunities for continuous personal professional growth.
13. Assists the principal in the hiring of professional and support services staff.
14. Coordinates assignments and training of substitute teachers and other temporary instructional and non-instructional personnel.
15. Assists in the implementation of policies established by the local and state Boards of Education.
16. Assists the principal in the safeguard and proper expenditure of all school funds in accordance with the system’s accounting policies.

(over)

Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

17. Maintains regular on-time attendance.
18. Reacts to change positively and productively.
19. Performs other duties as assigned.

MINIMUM REQUIREMENTS OF THE POSITION

1. Has obtained, or is eligible for, an administrative endorsement as Administrator I or II on a current Advanced Professional Certificate as prescribed in the bylaws of the Maryland State Department of Education.
2. Has completed a minimum of five years successful teaching/administrative experience.
3. Has demonstrated leadership ability.
4. Has demonstrated knowledge of child development, learning theories, and effective teaching techniques.
5. Has thorough knowledge of curricula.
6. Has good interpersonal communication skills.
7. Has a willingness and capability to work beyond the normal workday.
8. Is available to begin employment on or about August 21, 2017.

SALARY

The salary range for this position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the base salary. An attractive fringe benefit package includes health care, term life insurance, retirement plan, and leave benefits.

APPLICATION PROCEDURE

All applicants meeting the minimum qualifications of the position are invited to submit a **letter of interest; complete résumé; and confirm that three (3) completed confidential Administrative Reference Check forms have been received.** All completed applications must be submitted through AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than **11:59 p.m. on Monday, August 14, 2017.** Following screening of credentials, interviews will be scheduled.

This advertisement will be used to fill a position for the 2017-2018 school year. Cecil County Public Schools reserves the right to re-advertise and modify content of this announcement at any time. However, it is important to note that this may be the only advertisement for this position during the aforementioned period.

"The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation, or disabling condition."