



Florence School District Three

125 S. Blanding Street
P. O. Box 1389
Lake City, South Carolina

Posting: *Vacancy Announcement- Assistant Principal*

Start Date: No later than July 2018

Responsible To: Principal

Salary: Assistant Principal Administrative Salary Schedule

Major Responsibilities:

- Assists in leading the school, its personnel, instructional programs, and activities in a direction to yield the highest standards of achievement and instructional excellence for all students.
- Participates in the supervision and evaluation of professional and classified personnel.
- Builds an environment that fosters collaboration and continuous improvement
- Manages school financial, physical and personnel resources to support optimal instruction.
- Serves as school's advocate and regularly communicates with all stakeholders.
- Abide by all federal, state and local laws related to students and their well-being.
- Conducts routine administrative duties as assigned by the Principal.

Minimum Qualifications/Requirements:

- Master's Degree in Educational Administration or a related field is required.
- South Carolina certification in Administration, or the ability to obtain such certification
- Three to five years of successful teaching and administrative experience

Leadership Qualities Required:

- Ability to organize programs, personnel, and activities required for productive learning.
- Ability to manage financial, material and human resources effectively.
- Ability to develop, implement, monitor and evaluate program goals and initiatives.
- Ability to exercise strict confidence in handling sensitive information.
- Excellent written and verbal communication skills.

This job description is intended to serve as a summary of the primary responsibilities and qualifications for this position. It is not intended as inclusive of all duties an individual may be asked to perform while in this position or of all qualifications that may be required now or in the future.

Application Deadline:

4:00 p.m. EST, Tuesday, March 27, 2018

**Please note the application deadline date is for the convenience of the District.
We reserve the right to extend the deadline.*

Application Procedure:

All interested persons should submit an application, resume and complete credential packet online at www.applitrack.com/florence/onlineapp

Angelia Scott, Director of Human Resources
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Florence School District Three is an Equal Opportunity Employer