



PLEASE POST

POSTING DATE

May 12, 2026

APPLICATION DEADLINE

**\*\*Until Filled\*\***

## 2026-2027 VACANCY ANNOUNCEMENT

**Location:** Irmo Middle School  
**Position Title:** Administrative Assistant Principal  
**Salary/Pay Scale:** Teacher Pay Scale / 210 Days / 8 Hours Per Day

### **Requirements:**

Candidates must hold certification from the South Carolina Department of Education in one of the following areas: School Principal Tier 1 or Tier 2, Elementary Supervisor, Elementary Principal Tier I or Tier II, Secondary Supervisor, Secondary Principal Tier I or Tier II, or Elementary or grade-level certification combined with current enrollment in an approved principal preparation program. Candidates must also have at least three years of teaching experience within the assigned school's grade span. A valid driver's license may be required.

### **Description:**

Assists the principal, teachers, and instructional staff with the compliance, coordination, and improvement of school programs to benefit students. Works under general supervision, reports to the principal, and collaborates with the administrative team. Supports supervision of staff and students; coordinates assessments related to special education services; assists with staff development; conducts required professional observations and evaluations in accordance with district and state guidelines; coordinates placement of student teachers and practicum participants; and supports special services staff in providing consultative support within general education settings

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### **External Applicants:**

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, complete an External Application, and indicate the vacancy for which you are applying. If you have previously submitted an application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references no more than one-year old are required online. One (1) must be from your current or most recent supervisor.

### **Internal Applicants:**

Visit the District Five application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, submit an Internal Application, and indicate the vacancy for which you are applying. If you have previously submitted an internal application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application. Three (3) professional references, no more than 1 year old, are required online. One (1) must be from your current or most recent supervisor.

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**\*\*This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. School District Five of Lexington and Richland Counties does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.**

AN EQUAL OPPORTUNITY EMPLOYER

A handwritten signature in cursive script that reads 'Tamara Turner, Ed.D.'.

Dr. Tamara Turner, Chief Human Resources Officer