

**JOB TITLE:** Assistant Principal  
**LOCATION:** McCoy Elementary School (Funding Source: General 1120)  
**SALARY:** Assistant Principal Salary Schedule  
**WORKDAYS:** 205 Days - 10 Month Employee  
**REPORT TO:** Building Principal  
**FLSA STATUS:** EXEMPT

**The students of the Mississippi Achievement School District (mASD) need your talent, expertise, passion, and leadership.**

We are seeking highly motivated and innovative practitioners to join our team at the mASD. We seek individuals who are radically relentless about re-envisioning the landscape of public education in Mississippi and making a significant difference in the lives of students, parents, school leaders, teachers, and central office employees.

Currently the mASD serves approximately 4100 students in Yazoo City and Humphreys County in the Mississippi Delta. As part of the state's comprehensive transformation effort, the mASD seeks to become the model for sustainable school and district improvement in areas of the state that have experienced chronic and entrenched underperformance. Over time, the mASD intends to develop the highest-performing, competitively compensated, and most revered educator workforce in the state known for providing instructional excellence and producing significant outcomes for ALL students.

The district seeks proven instructional leaders with outstanding interpersonal skills who have a passion for working with schools, principals, and communities and who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment, and vision.

**POSITION OVERVIEW**

To assist the building principal to carry out the functions as outlined in the job description of the Principal in the interest of providing effective educational programs and experiences for students enrolled in the school, and to attain related goals and objectives of the school district. To support learning environment that is conducive to school achievement and safety.

**JOB RESPONSIBILITIES AND EXPECTATIONS:**

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Administers building affairs in the absence of the principal.
- Assists in establishing and maintaining positive community relations.
- Assists in integrating school improvement initiatives and ongoing professional learning.
- Assists in resolution of problems and conflicts as they arise between teachers, students, and parents.
- Assists in the administration of the curriculum, goals, objectives, and policies of the school and district, and state and federal regulations.
- Assists in the evaluation of instructional and non-instructional staff members.
- Assists in the recruitment of faculty and staff.
- Conducts staff meetings and professional development sessions as directed.

- Coordinate, support, participate, and attend school/parent activities (before, during, and after school)
- Establishes and maintains proper contact with parents (including home visits)
- Observes classroom instruction and provide constructive feedback to individual teachers.
- Patrols campus and supervises students.
- Plans, organizes, and directs school activities.
- Keeps the Principal informed of the school's activities and problems.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Interprets and enforces district policies and administrative regulations.
- Maintains positive active relationships with students and parents  
Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
- Assumes responsibility for his own professional growth and development through memberships and participation in the affairs of professional organizations; through attendance at regional, state, and national meetings; through enrollment in advanced courses and the like.
- Plans and supervises fire drills and emergency preparedness program.
- Serves as a member of such committees and attends such meetings as directed by the Superintendent/Principal.
- Demonstrates prompt and regular attendance.
- Supports the Mississippi Achievement School District Mission, Vision, and Strategic Plan Perform other duties assigned by supervisor.

**QUALIFICATIONS:**

- AA certificate in Administration and Supervision preferred
- Three to five years successful teaching experience preferred.

**APPLICATION PROCEDURES:**

Interested individuals who meet minimum requirements should apply online at [www.masd.k12.ms.us](http://www.masd.k12.ms.us).

Questions concerning this vacancy announcement should be directed to:  
**Dr. Sametra Brown, Director of Human Capital and Talent Management**  
**Mississippi Achievement School District**  
**662-746-2125**

**APPLICATION DEADLINE:**

We are accepting applications on a rolling basis. Candidates selected for an interview will be contacted by phone.

**\*\*\*The Mississippi Achievement School District is an Equal Opportunity Employer\*\***

I understand and agree to the to the terms of this job description.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_