

**Superintendent**

Mr. Oliver A. Holley

**Board of Education**

Lee Scripture, *Chairman*  
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# Tyrrell County Public Schools

P. O. Box 328 - Columbia, N.C. 27925

**VACANCY ANNOUNCEMENT**

**Job Description:** Assistant Principal-Tyrrell Elementary School

**Reports to:** Principal

**Supervises:** Will supervise as assigned by the principal

**SALARY GRADE:** NC State Assistant Principal Salary Schedule and Local Supplement

**Purpose:** The assistant principal serves as a member of the administrative team to develop and implement the total school program.

**REQUIREMENTS**

All candidates should have a minimum of 3 years of successful experience at the school level, as well as having completed a Masters Degree Program in School Administration and proper certification from the NC Department of Public Instruction.

**Duties and Responsibilities:** *Additional duties may be assigned.*

- **Pre-Class Organization** The assistant principal assists to implement student orientation and registration activities.
- **Planning the School Program** The assistant principal assists in the development and establishing of the school goals and objective and the planning of the schools instructional program.
- **Implementing the School Program** The assistant principal assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific visual abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**EVALUATION:** Performance in this position will be evaluated regularly by the Superintendent in accordance with Board Policy

It is the policy of Tyrrell County Schools that education activities, employment programs, and services are offered without regard to race, color, national origin, gender, religion or age.

**TEL:** 252-796-1121

*An equal opportunity/affirmative action employer*

**FAX:** 252-796-1492