



# Forest Municipal School District

Dr. Karen Norwood, Superintendent

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Phone: 601-469-3250 • Fax: 601-469-3101

## Vacancy Announcement

### Hawkins Middle School Assistant Principal

#### **JOB SUMMARY:**

Assists the principal in planning, organizing, implementing, and supervising all educational activities and all related and supporting activities

#### **QUALIFICATIONS:**

- Valid State of Mississippi educator license with an administrative endorsement
- A minimum of three years as a classroom teacher
- Previous administrative/supervisory experience is preferred

#### **ESSENTIAL JOB FUNCTIONS:**

1. Leads, supervises, and evaluates the school's instructional and co-curricular programs.
2. Assists in selecting, recommending, and evaluating building personnel as assigned.
3. Develops and enforces procedures for effective student discipline in accordance with district policies and procedures.
4. Supervises building maintenance, budgeting, the student activity account, and expenditures and the preparation of all school reports, as assigned.
5. Provides appropriate staff development programs at the building level, as assigned.
6. Communicates school mission to staff, students, parents, and community.
7. Maintains and executes policies of the Board of Education and district administration.
8. Oversees the assignment of substitute teachers through the contractor.
9. Encourages parental and community involvement in school improvement.
10. Works cooperatively with transportation provider to insure quality school bus transportation services.
11. Adequately maintains skills related to the use of technology.
12. Responsible for insuring that every employee under his/her supervision follows the district's policy on overtime and the requirements of the Wage and Hour Act.
13. Responsible for insuring that the district's fixed asset procedures are followed.
14. Performs other related duties as requested or assigned.

#### **APPLICATION PROCESS:**

All interested applicants should complete an online application by accessing our district's website: [www.forest.k12.ms.us](http://www.forest.k12.ms.us) > Menu > Employment > Applicants.

#### **MISSION STATEMENT**

*We are a district that is learner centered and equity focused.*