

ANDERSON SCHOOL DISTRICT THREE
Iva, South Carolina

Assistant Principal of Instruction (Middle School)

- QUALIFICATIONS:**
1. At least three (3) years of successful teaching experience
 2. A valid South Carolina elementary or secondary principal's certificate
 3. A master's degree or higher from an accredited college or university
 4. A strong background in curriculum development at the middle school level

REPORTS TO: Principal

JOB GOAL: Under the direction of the Principal, the Assistant Principal for Instruction will supervise professional and nonprofessional school staff as assigned by the principal and help manage the total school environment in such a way as to promote the educational well-being of each student.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school
2. Coordinates the Gifted and Talented program at the school level
3. Assists in the development of the master schedule
4. Assists individual teachers with the instructional program by integrating curriculum, instruction, and assessment
5. Coordinates formative and summative assessment programs of the school
6. Assembles and analyzes data to determine school trends of performance
7. Assists in the development, implementation, and evaluation of professional development programs at the school level
8. Assists the principal in the evaluation and recertification of teachers
9. Keeps abreast of developments in curriculum/instruction/assessment/technology at the middle school level
10. Serves as the school testing coordinator for statewide standardized testing
10. Performs other duties as assigned

TERMS OF EMPLOYMENT: 210 days; salary based on district salary schedule

EVALUATION: Performance of this job to be evaluated annually according to the provisions of Board policy.

