



**POSITION:**

Evening School Assistant Principal (School Hours: Monday-Thursday 10:30a-6:30p; Friday 7:30a-11:30a)

MAEF Public Charter Schools (MPCS)  
Mobile, Alabama

Reports Directly to: Principal

**Salary:** \$85,000 - \$110,000 a year

- Performance Incentives based upon network academic performance

**Position Overview**

The **Assistant Principal** should model the highest standards of professional and collegial conduct thereby supporting the ACCEL's mission statement and philosophy. The Assistant Principal should initiate and demonstrate leadership and management skills by promoting positive faculty, staff and student collaboration while fostering high expectations, excellence, creativity and outstanding achievement throughout the areas of her responsibilities. The Assistant Principal is expected to implement school policies and practices at all levels of the school's operations. Specifically, the Assistant Principal advises the Principal regarding the supervision of faculty and staff, and all matters pertaining to curriculum and instruction.

**Duties and Responsibilities**

- Support and participate in all aspects of the school's strategic planning processes.
- Develop, implement and administer policies to affect positive student behavior in the school and school related activities (Serve as an alternate in handling disciplinary issues as needed)
- Support and assist with supervision of extra curricular activities (as scheduled by the principal).
- Be responsible for the articulation, interpretation, and administration of school policies and procedures affecting student conduct.
- Assist in the guidance and counseling to students, parents, and teachers on problems relating to student behavior and/or school climate (As needed).
- Work with and supervise counselors, teachers and support staff in areas of ESL services. Coordinate the supervision and evaluation process of the certificated instructional staff.
- Ensure all professional development for staff is loaded in the appropriate database. Ensure all teachers receive the appropriate evaluation and feedback (summative and formative).
- Maintain and follow a daily schedule that fosters improvement in instruction that encompasses both formal and informal observations that is inclusive of consultation with other administrators, department chairs and the teachers. Serve as network administrator coordinator for ESL.



- Ensure that the PLC process is run effectively and efficiently across all content areas.
- Oversee through counselors the annual development of the school's master schedule and schedule students and teachers into classes using the school's PowerSchool database.
- Organize and supervise new teacher orientation sessions; coordinate the new teacher first year training program/mentoring program.
- Provide coaching and feedback for identified teachers.
- Partner with other assistant principals/deans in the supervision of attendance accounting procedures and staff and provide leadership in developing and administering related practices.
- Ensure that the network is moving toward meeting set goals on the ACT and ACAP.
- Assist in the leadership for curriculum planning and development and assist in supervising the development of new or revised curricula. Assist in the development of the network wide ACIP plan.
- Create and monitor professional growth plans for faculty, tying and providing professional development to their areas of growth.
- Provide input on the allocation of resources for learning support materials.
- Assist the counseling department in issues pertaining to college admissions for students going to college, NCAA admissions, etc.
- Supervise the development and implementation of standards across the curriculum.
- Attend Leadership team meetings as required.
- Serve as a delegate of the Principal in interpreting the school's mission, philosophy, and instructional program and attend meetings of school committees as required.
- Adapt and respond to the needs of the school. Any other duties deemed necessary by the Principal and/or Superintendent.
- Additional Duties in Collaboration with the principal and assistant principal of operations are as follows:

### **Essential Functions**

- Enhance the attainment of the network's mission, vision, curriculum and instruction, expectations, and goals.
- Collaborate with the Principal to create a supportive, tiered approach to student discipline, including by holding students accountable for their actions and through restorative practices, as per the Charter Articles Student Code of Conduct.
- Lead the yearly development and revisions of the Student Code of Conduct and submit this document to the Principal for approval.
- Work collaboratively with school administration and staff to improve our approach to restorative practices and educate students/staff on the benefits of a restorative culture.
- Serve as the first administrative touchpoint for behavioral and discipline matters; coordinate and partner with the Principal as needed for all levels of discipline, interventions, and investigations, including Title IX.
- Provide support for teachers, Directors/Chairs, and the Administration by maintaining high expectations for students and implementing accountability measures per the



Handbook when students cannot meet those expectations.

- Coordinate and facilitate student and stakeholder meetings as necessary.
- Assist administration as needed with communication efforts with students and families.
- Support suspended students to maintain their community connection and academics, i.e., facilitate teacher meetings, restorative conversations, student check-ins, etc.
- Other duties as defined/assigned to support the vision and mission of the school and community.
- Provide student and staff support and build relationships with students across all grade levels and art majors.
- Communicate with the principal in instances of suspension.
- Serve as the Title IX deputy coordinator and investigator for student investigations.
- Report suspension information via Incident Management System.
- Work with the Admissions Team to accurately complete the suspension report.

#### **Database Administrator**

- Serve as Database Administrator to oversee student scheduling from start to finish and process grade book storage, quarterly reporting, etc.
- Oversee the academic review and scheduling forms for teachers/families in partnership with the counseling team.
- Ensure processes are implemented with the Admissions Team, Business Manager, counselors, and support staff to enter new student data/registration in PS, including prior courses taken if the student is a transfer, new course requests, etc.
- Create/update the valid course list annually based on the Board approved Course Catalog.
- Update and improve the digital scheduling platform for students annually as needed through PowerSchool; attend new scheduling professional development when offered by the IU to stay up-to-date.
- Support the front office and other support staff in implementing procedures and protocols to maintain proper documentation in the database platform: i.e., attendance, data fields, alert icons, access levels for log entries, etc.
- Develop scheduling timelines and coordinate classroom scheduling orientation visits with school counselors.
- Develop a master scheduling matrix in collaboration with the Principal, and Core Chairs to maximize student enrollment and engagement.
- Oversee the production of student schedules for the first day of school.
- Ensure the summer scheduling mailings to families (mid-July for course verification and the beginning of August for schedule confirmation).
- Collaborate with School Counselors as they process course requests and schedule changes per the Course Catalog procedures (creating or updating new processes when necessary to streamline workflow and efficacy).
- Develop teacher grade reporting deadlines and update teachers annually regarding these expectations.
- Set grade submission deadlines and issue PowerSchool updates as needed.
- Oversee grade change submissions, medical, and INC grade substitutions.
- Digitally mail report cards home quarterly.



- Mail final transcript copy at the conclusion of the senior year.
- Ensure accurate grade reports, transcripts, storage, and reporting in the database platform.

#### **Attendance**

- Oversee and implement school-wide attendance and truancy policies and expectations.
- Work collaboratively with the Social Worker to ensure Student Attendance Improvement Conference/Plans are occurring with fidelity; focus on improving student attendance and decreasing chronic absenteeism.
- Communicate regularly with child accounting (Principal) and the administrative team regarding student enrollment and attendance.
- File truancy when needed and attend truancy hearings.
- Develop, implement, oversee, and evaluate the success of an attendance incentive program to increase regular student attendance.

#### **Support Staff Manager**

- Provide direct support for administrative assistants and support staff.
- Involved in all aspects of scheduling, work/task management, and evaluations of support staff.
- Maintain a positive and professional attitude when dealing with visitors, staff, students, and parents.
- Participate in hiring, training, and coordination of administrators' support staff to ensure an efficiently operating support team for ACCEL.
- Coordinate technology and personnel to maximize the use of PowerSchool for parent/family engagement, i.e., generating letters, reports, alert calls, and reports for families as needed.
- Establish a workflow process to monitor schoolwork projects with various support staff team members.
- Manage and monitor evening desk part-time employees.

#### **General Responsibilities**

- Conduct evaluations for non-instructional employees that report directly to the AP, including network office and support staff employees, technology, etc.
- Shadow instructional observations and walkthroughs as scheduled with the Principal.
- Participate in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Prepare various materials (e.g., student activities, correspondence, audits, etc.) to document activities, provide written references, and/or convey information.
- Attend weekly evening artistic performances, student and family programming, and monthly board meetings.
- Provide clear and relevant updated information to ensure open lines of communication regarding student needs.
- Provide direct input to the administrative team regarding employee performance, which



- affects the employment, assignment, promotion, layoff, discharge, or other similar personnel actions of professional-level, certified employees.
- Focus on evidence-based growth and results to drive the school towards annual and long-term goals.
- Engage school community members effectively to ensure all stakeholders are included in student success.
- Listen to and communicate with all the school's stakeholders, building successful interpersonal relationships with faculty, staff, family, community, and students.
- Manage the change process with the administrative team, including making tough decisions when necessary to move the school and students forward.
- Engage in constant personal learning, including learning and adapting when faced with challenges and successes.
- Attend scheduled meetings with club officers and advisors and affinity groups and advisors.
- Serve as a school notary as needed.

### **Required Certifications, Education, and Experience**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability.

- MS/MA from an accredited institution
- 6-12 Administrative Certification or ability and willingness to obtain this certification
- Degree or relevant experience in working directly with school-aged students as a teacher, mentor, or in another capacity
- Must have and maintain high expectations for self and all students and team members
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling
- Ability to interpret, analyze and problem-solve both written and verbal communications
- Perform all other related work delegated or required to accomplish the objectives of the school program
- Demonstrates creativity and leadership; maintains an out-of-the-box mindset and approach to accomplishing goals as assigned
- Knowledge and implementation of relevant technology
- Have and maintain a team player mentality and positive/can-do attitude
- The candidate must be able to oversee and manage multiple projects and tasks in a fast-paced environment
- Ability to research and compile data for reports and maintain confidentiality with legal



- policies and school/student/employee personnel information
- Possess excellent communication skills and the ability to engage in challenging conversations with all stakeholders as necessary and willing to have difficult conversations to ensure positive change within the organization
- An open-minded, energetic leader who enjoys working as part of a team
- An understanding that critical thinking, creativity, community, collaboration, and are key elements to learning
- Willingness to continue to learn and develop professionally as needs arise for the given position

### **Terms**

Eleven (11) month, 222-day contract with salary as established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

**Salary:** \$85,000 - \$110,000 a year

- Performance Incentives based upon network academic performance

### **Benefits**

Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

The board members are looking for a transformational educator who will lead the personalized learning environment. All interested candidates are encouraged to apply as soon as possible (ASAP).

1. Email your resume and cover letter to: [jobs@accelacademymobile.com](mailto:jobs@accelacademymobile.com).

**Note:** Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.

2. All correspondence regarding your application will be sent via email to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify "@[accelacademymobile.com](mailto:accelacademymobile.com)" addresses as "safe" so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to [jobs@accelacademymobile.com](mailto:jobs@accelacademymobile.com).
4. All applicants must apply through Hire True. If you do not have a Hire True account, please click the link to register in Hire True. [Candidate Registration for Hire True-PC](#) [Candidate Registration for Hire True-Phone](#)



5. If you have a Hire True account, [Apply Here](#). Be sure the school system is listed as ACCEL Day and Evening Academy.

Candidates will be evaluated in accordance with their qualifications as well as professional accomplishments with an emphasis on adherence to the application process.

*The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.*

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_