

**Job Announcement**

<b>Posting Date:</b> 10/19/2021	<b>Apply by:</b> 10/25/2021 – Internal GaDOE Announcement
Job Code: <b>EDP033</b>	

<b>Position Title: Assistant Principal (Elementary and Middle Schools)</b>	<b>Position (s) Location:</b> Atlanta Area School for the Deaf 890 North Indian Creek Dr Clarkston, GA 30021	<b>Program/Unit:</b> <b>Atlanta Area School for the Deaf/Division of State Schools</b>
<b>Position:</b> 00055470		

**Summary of Responsibilities**  
The successful candidate will assist the School-level Superintendent in leading and implementing a cohesive educational program specific for the grade levels in the assigned school.

**Duties include but are not limited to the following:**

- Assist in building and sustaining the school mission and vision while facilitating shared leadership, and addressing internal and external dynamics at work within the school
- Oversee school climate through communicating clear objectives and assist in fostering and sustaining a positive school climate
- Provide instructional leadership and assist in leading a learning community by participating in professional development for continuous improvement
- Utilize data to make instructional decisions, organizational management planning and activities, and guide school success
- Support a learning environment based on high expectations and respect for all individuals
- Manage conflict and crisis in a timely and expert manner
- Practice shared decision making
- Monitor curriculum, instruction, and assessment
- Execute human resource administration functions by assisting in the selection process of quality teachers and other school employees
- Provide professional growth opportunities and establish mentoring programs based on effective practices
- Assist in retaining quality staff
- Demonstrate a commitment to teacher evaluation
- Oversee the teacher evaluation process and provide a positive climate for teacher evaluation by documenting teacher performance in multiple ways
- Follow legal guidance for teacher evaluations
- Assist in coordinating safety, daily organizations, and maintenance of the facility
- Assist in seeking and allocating fiscal resources
- Organize and manage technology resources
- Oversee communication and community relations for the school
- Demonstrate effective communication with teachers, students, parents, families and the larger community
- Influence student achievement at the school
- Exert influence on teaching quality and student learning by encouraging, supporting, and facilitating
- Set, support, and sustain a focus on school goals and school-wide student achievement; and
- Exhibit professionalism and demonstrate professional standards

**Physical Demands:** While performing the duties of this job, the employee is frequently required to sit for extended periods of time. Occasional stooping, kneeling, or crouching may be required. The employee may occasionally lift and/or move up to 25 lbs. Additional work hours during the week and weekend, including travel that may be assigned to meet the needs of the school and students.

**Minimum Qualifications:**  
Master's degree in education or a related field from an accredited college or university AND Five years of related experience OR Bachelor's degree in education or a related field from an accredited college or university AND Seven years of related experience.

**Preferred Qualifications:**  
Preference will be given to applicants who, in addition to meeting the minimum qualification possess one or more of the following:

- Certification in Deaf Education
- Certification in Leadership
- Four years of program management experience in an educational setting
- Experience working in a school serving Deaf and hard-of-hearing students
- Has a strong understanding of the Individuals with Disabilities Education Act (IDEA) and how Individualized Educational Program (IEP) are created and implemented
- Experience managing school operations (e.g., personnel, facilities, food services, and technology services)
- Experience implementing TKES
- Experience using assessment data to support student learning outcomes
- Proficiency in American Sign Language without the use of an interpreter to communicate with staff and/or stakeholders in a one-on-one or group setting
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**Salary/Benefits:**  
Pay grade N - Annual salary range \$52,331.12 (minimum) to \$91,579.45 (maximum). This is a 12-month position. Hiring salary commensurate with current employment and relevant education/training and work experience. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Teachers' Retirement or Employees' Retirement.

**Submit a State of Georgia Application for Employment form to:**

**Personnel Office  
Katie Sagstuen  
Human Resources Office  
Atlanta Area School for the Deaf  
890 N. Indian Creek Dr  
Clarkston, GA 30021  
[kstagstuen@doe.k12.ga.us](mailto:kstagstuen@doe.k12.ga.us)**

Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes\* will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received by this office, we are unable to provide information on your application status.

It is the policy of the Georgia Academy for the Blind not to discriminate on the basis of race, color, sex, national origin, disability, genetics, or age in its employment practices.

In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Academy for the Blind are required to verify identity and employment eligibility and will undergo a criminal background investigation.

\*An application is required; resume is optional. Application should include daytime telephone number and complete prior employment history with addresses and telephone numbers.

**An Equal Opportunity Employer**