

Tallassee City Schools
Job Vacancy Announcement
High School Principal

Apply to: Tallassee City Board of Education 308 King Street Tallassee, AL 36078
334-283-6864 or online at Teach in Alabama website

Closing Date: Until Filled

Qualifications:

- Certification in Educational Administration, Alabama
- Minimum 5 years experience as a building level administrator

Preferred Experience: Secondary or High School administrative experience

Reports to: Superintendent of Schools

Salary: Per the Board Approved Principal Salary Matrix (see attached)

The Principal reports to the Superintendent and is responsible for the operation and management of all activities and functions that occur at the school and for the development of positive school-community relations including contact with parents, community groups, other educational agencies, school officials, and the general public.

Duties:

- Promotes a safe and positive environment for optimum growth and development for everyone in the school
- Encourages faculty and staff to participate in the decision making process
- Promotes the implementation of a school-focused inservice training program that addresses staff needs and school/district goals
- Coordinates the implementation and responsible for the supervision of the instructional program
- Facilitates the appropriate and equitable use of facilities, instructional materials and equipment
- Provides for a school level facility and maintenance program and coordinates this effort with the district
- Prioritizes the allocation and use of human and material resources with the advice and counsel of departmental/educational team leaders and central office staff and procures instructional material and equipment to carry out the educational program of the school
- Coordinates and supervises the functions of all school faculty and staff members
- Provides direction, supervision, and leadership to the assistant principal enabling a team approach to school management
- Serves as the school's community relations agent throughout the school district and the community

- Coordinates and provides leadership for the implementation of a comprehensive school-level planning and resource management system
- Advises the superintendent of staff needs
- Participates in the interview and selection of all personnel
- Plans and conducts orientation programs for new staff
- Recommends personnel for promotion, tenure, or dismissal
- Prepares and implements teacher duty assignments
- Maintains student discipline, attendance, grade reporting, records etc.
- Supervises the purchase and distribution of instructional equipment and supplies
- Evaluates the instructional program
- Protects teachers from unreasonable demands of parents; respects the professional judgment of teachers
- Directs and supervises the collection and proper accounting of school monies
- Maintains current inventory of all school properties
- Maintains liaison with community law enforcement and welfare agencies
- Evaluates professional and non-professional personnel
- Coordinates the lunchroom program and insures full compliance with all regulations
- Responsible for all reports to be turned in to the central office, state department of education, and other agencies in a timely manner
- Demonstrates proficiency in written and oral communications
- Provides the necessary leadership to implement a co-curriculum program that emphasizes academic, recreational, social and/or athletic interest focused activities suitable for the student developmental levels of the school
- Attends all TCS Board meetings (unless otherwise excused by the Superintendent)
- Performs other such duties as required and/or assigned by the Superintendent

Principal Salary Matrix
(effective June 5, 2020, amended March 2021)

High School Principal

240 Day Contract

Degree	A	AA	DO
0-2	\$96,392	\$97,203	\$103,199
3-5	\$98,320	\$101,269	\$104,219
6-8	\$100,248	\$103,255	\$106,263
9-11	\$102,176	\$105,241	\$108,306
12-14	\$104,103	\$107,226	\$110,350

* 15 yrs. and beyond - negotiable

Middle School Principal

240 Day Contract

Degree	A	AA	DO
0-2	\$86,508	\$89,103	\$91,698
3-5	\$88,238	\$90,885	\$93,532
6-8	\$90,003	\$92,703	\$95,403
9-11	\$91,803	\$94,557	\$97,311
12-14	\$93,429	\$96,231	\$99,034

* 15 yrs. and beyond - negotiable

Elementary School Principal

240 Day Contract

Degree	A	AA	DO
0-2	\$84,124	\$86,648	\$89,171
3-5	\$85,806	\$88,381	\$90,955
6-8	\$87,523	\$90,148	\$92,774
9-11	\$89,273	\$91,951	\$94,629
12-14	\$90,854	\$93,580	\$96,305

* 15 yrs. and beyond - negotiable

** Experience is based on years employed as Principal.
or higher (Principal, Coordinator, or Asst. Supt.)

*** Contracts can be negotiated beyond this matrix, based on
improved school accountability scores.

Additional Supplements (not limited to Prin.)

After Hours HS	\$3,000	Testing Cord.	\$2,000
After Hours MS	\$2,000	Textbook Asst.	\$5,000

After Hours ES	\$1,000	Custodial Supply	\$4,000
TES Asst. Trans.	\$4,500		