

**POSITION**

Network Assistant Principal  
Coordinator of Attendance and Maintenance  
MAEF Public Charter Schools (MPCS)  
Mobile, Alabama

Reports Directly to: Network Principal

**Salary:** \$80,000.00 - \$90,000.00 a year

- Performance Incentives based upon network academic performance

**Position Overview:**

ACCEL Academy, recognized throughout for its forward-thinking and progressive culture, is seeking two (2) Network Assistant Principals. The Network Assistant Principal supervises and evaluates teachers, intervention specialists, instructional coaches, special education support providers, academic performance, data meetings, data analysis, curriculum and instruction, coaching, counselors, credentials, graduation rate, academic achievement, academic grant, assistant office manager, and/or other clerical/support staff. In addition, the Network Assistant Principal will collect and maintain student attendance information at the assigned school site; meet network, state, and federal requirements relating to attendance processes, including parent notification; prepare and distribute attendance reports and materials; provide clerical support at the school site; and communicate various information regarding activities. The Network Principal will also be responsible for the implementation and management of the department budget, security policies, planning, and procedures. and for developing, monitoring, and coordinating security activities, emergency preparedness, and safety training programs and providing leadership, collaboration, and direction in the area of safety and security to accomplish the academy's mission. Moreover, the Network Assistant Principal works in conjunction with and under the direction of the Business Office Administrator to oversee and manage the daily operations and maintenance requirements of ACCEL Academy. The overall responsibility is to recommend, plan for, review and monitor all school operations and maintenance projects, including all capital projects. This includes the overall supervision and monitoring of all school facilities for health, safety, security, accessibility, and compliance with federal, state, and local code requirements, as well as crisis intervention and emergency management.

**Essential Functions:**

- Manages, leads, and directs the functions and activities of a secondary school.
- Demonstrates an effective instructional, organizational, and administrative mode.
- Communicates in oral and written form.
- Understands and carries out oral and written directions with minimal accountability control.
- Establishes and maintains effective organizational, public, and community relationships.



- Communicates with parents, students, staff, etc., in person, by telephone or by letter for the purpose of providing information on a variety of attendance issues and meeting district and state absence notification requirements.
- Ensures accuracy of attendance records, including verification of forgeries and truanancies for the purpose of complying with State laws governing attendance accounting.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g., contact and telephone logs, student attendance, school calendars, etc.) for the purpose of providing reliable information in compliance with district policies.
- Prepares various reports and written materials (e.g., passes, standardized and special attendance reports, letters to parents, etc.) to convey information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g., attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g., staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Administers sound school plant management practices to meet the requirements of the daily instructional program.
- Supervises and assists employees regarding the construction and maintenance of school plant facilities.
- Administers the maintenance budget.
- Approves the maintenance timesheets.
- Prevents crime through technology, planning, and comprehensive staff training programs.
- Be available and visible to Academy personnel and students for safety and security-related concerns and needs.
- Assist and help manage the security team comprising a safety representative.
- Increase emergency preparedness by overseeing and coordinating safety drills.
- Ensure operability of safety assets.
- Assist in establishing and maintaining a safe learning environment through leadership and safety programs.
- Persistently seek continuing education programs and information to remain knowledgeable on current safety and security trends and technologies.
- Perform other duties as required.

**Specific Duties:**

- Serve as a leader in human relations to maintain high morale of the school, staff, and community.
- Plan, develop and provide leadership to middle school instructional programs towards 21st-century student outcomes for graduates to succeed in college and career.



- Lead in collaboration with the Leadership Team and organization's Leadership Team, including curriculum, instruction, and assessment in all core subjects and other broad courses of study.
- Provide timely, meaningful, growth-oriented, just-in-time feedback for pedagogy in all content/discipline areas.
- Design, implement, facilitate, and evaluate professional development for faculty and staff.
- Lead in collaboration with the Leadership Team and organization's Leadership Team, including curriculum, instruction, and assessment in all core subjects and other broad courses of study.
- Provide timely, meaningful, growth-oriented, just-in-time feedback for pedagogy in all content/discipline areas.
- Design, implement, facilitate, and evaluate professional development for faculty and staff.
- Regularly collect, analyze, and share data to drive student achievement and inform school programs, including master scheduling, cross-curricular articulation, student access to a broad course of study, socio-emotional counseling, etc.
- Create a master schedule that provides access to rigorous, and broad courses of study towards acceleration, intervention, and English Language Development.
- Create, implement, and measure the alignment and effectiveness of the school plan EL Master Plan.
- Oversee school's specialized programs such as English Language Development, Special Education, and others.
- Plan, develop, organize, conduct, and maintain evaluations for certificated faculty and classified support to ensure goals and objectives are achieved.
- Assume responsibility for school culture, discipline, safety, supervision, and campus security.
- Lead and work closely with staff, faculty, parents, and school committee to assess educational and program needs, and develop short-term and long-range plans for creating a 21st-century learning environment.
- Establish a program of community relations to support and communicate the educational goals to parents, committees, community organizations, and the public.
- Supervise the coordination and ongoing implementation of Academic and Behavioral Interventions for students.
- Lead student and family engagement through the individual, group, and parent meetings, focus groups, etc.
- Coordinate, complete, review, and submit any plans, data, and paperwork for the academy's required plans.
- Plan, develop, and implement budget planning and expenditure control procedures.
- Assist personnel in resolving rights disputes, which may include the conduct of formal hearings proceedings.
- Plan, develop, and provide, as required, management reports pertaining to the



educational climate and the functions and activities of the school facility.

- Maintain commitment to ongoing growth in self and others.
- Serve as a leader in human relations to maintain high morale of the school, staff, and community.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Respond appropriately to crisis situations (i.e., emergencies, employee/parent concerns, etc.).
- Ensure the safety of students, staff, and visitors.
- Ensure that the Academy abides by all state and federal laws applicable to the scheduling, planning, and execution of safety drills and other requirements.
- Assist administration staff and building principals with the network's security matters.
- Assist the principals at each school with scheduling, planning, and execution of yearly safety drills in compliance.
- Conduct yearly security-related professional development sessions to foster an atmosphere of emergency preparedness and safety.
- Manage the emergency operation plans for the Academy, including yearly updates, additions, reviews, and staff assignments.
- Ensure the school staff members are aware and trained on the emergency operation plans, including knowledge of the incident command system, emergency response protocols, rally points, and reunification procedures.
- Conduct reoccurring security audits of the Academy's assets to ensure operability and oversee the repairs if found inoperable.
- Direct the deployment of emergency response personnel to incidents.
- Assist in or conduct investigations into violations of non-academic regulations or any other incident as deemed appropriate by the Superintendent.
- Help coordinate and assist with formulating threat assessment teams at the middle and high school levels to respond to suspected security risks.
- Oversee the Academy's visitor control systems and procedures.
- Develop and manage a substitute staff training program to ensure awareness and compliance with the mission regarding emergency response.
- Work cooperatively with federal, state, and local agencies to ensure compliance with current laws, regulations, investigations, or other tasks as requested.
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the network.
- Administer sound school plant management practices to meet the requirements of the daily instructional program.
- Supervise and assist employees regarding the construction and maintenance of school plant facilities.
- Administer the maintenance budget.
- Approve the maintenance timesheets.



**Knowledge of:**

- Ethical guidelines applicable to the position.
- Federal, state, and local laws, rules, and regulations pertinent to the position.
- Principles of professional development and training
- Effective communication practices and skills including utilizing technology effectively
- Curriculum design, planning, development, implementation, and evaluation

**Preferred Certifications, Education, and Experience:**

- Master's degree from an accredited educational institution. Certification in Leadership, Administration, or Supervision.
- Excellent written and verbal communication skills.
- Experience with teacher coaching and evaluation.
- 5 years of supervisory and/or administrative experience
- Experience in assessing the effectiveness of acceleration programs and services
- Must meet background clearance requirements.

**Terms:**

Twelve (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:** \$80,000.00 - \$90,000.00 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 seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply by adhering to the following steps:

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 emailed 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:jobs@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).

Candidates will be evaluated according to their qualifications and 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 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 can perform this position's essential functions with or without reasonable accommodations.

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

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