



JOB DESCRIPTION

POSITION: ASSISTANT PRINCIPAL OF STUDENT SERVICES

School Profile

Midlands Middle College provides a bridge to success for students who will change tomorrow.

Located on the Airport Campus of Midlands Technical College, Midlands Middle College (MMC) integrates high school, technical college and the world of work into one rigorous and relevant program. A South Carolina public charter high school, MMC prepares students in grades 11 and 12 for successful academic and professional futures by completing graduation requirements, enrolling in dual credit courses, and engaging in programs leading to college and career readiness. Since 2006, MMC has offered a fresh academic start to hundreds of high school students located in the Midlands of South Carolina.

Position Summary

The Assistant Principal will assist the school Principal in the daily operations and educational activities of the school. The Assistant Principal will play a vital role assisting in setting and maintaining the school climate as we continue to work toward fulfilling the school's mission. The Assistant Principal will assist teachers in developing and implementing instructional strategies meeting the needs of our diverse student population. The Assistant Principal will assist in building on the social emotional learning needs and implementing restorative practices among the students, parents and staff. The Assistant Principal will be responsible for enforcing school disciplinary measures as needed and in monitoring student attendance.

Duties and Responsibilities

This description is intended to describe the general requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. All personnel may be required to perform duties outside of their normal responsibilities to meet the ongoing needs of the school.

- Assists in promoting school goals through monitoring student attendance, implementing attendance intervention plans, researching and implementing dropout prevention strategies.
- Assists in promoting school goals through monitoring and addressing student behavior.
- Implements Restorative Practices with students and teachers.
- Maintains a safe and productive learning environment and positive school climate.

Midlands Middle College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle nondiscrimination policies, Section 504 and Title IX: Courtney Girolamo, Principal, 1260 Lexington Drive, West Columbia, SC 29170, 803-822-3333, cgirolamo@midlandsmiddlecollege.com.

- Participates in recruiting, interviewing and hiring of new staff members.
- Assists in supervision, retention and evaluation of teachers through the SC 4.0 Rubric.
- Coordinates and implements the MMC assessment program.
- Oversees various federal programs such as: MTSS, ESOL, 504's.
- Assists with providing Local Education Agency duties for Special Education.
- Assists with planning, organizing and implementing professional development opportunities for the school faculty and staff.
- Assists with the direction of a project-based academic program focusing on college and career readiness.
- Remains abreast of trends and research in education.
- Assists with advertising, recruiting, and enrolling new and prospective students.
- Assists with maintaining social media presence on several social media outlets.
- Assists with developing, implementing, and evaluating school policy. Provides instruction and support to faculty and staff in implementing school policy.
- Understands the school charter, mission and goals and supports and directs faculty and staff in reaching those.
- Assists with collecting, monitoring, and utilizing data to make instructional decisions.
- Attends district level meetings and training as directed by the Principal.
- Prepares and submits reports in a timely manner.
- Other duties as may be assigned by the school Principal.

Preferred Qualifications

- Valid South Carolina Teaching Credential
- Master's degree
- Administrative certification
- Ability to be flexible, balance priorities, and meet hard deadlines
- Ability to work independently in a multi-tasking environment
- Strong presentation and written communication skills
- Ability to motivate people and support a positive atmosphere
- Enthusiasm and interpersonal skills to relate well with students, staff, and all stakeholders
- Eagerness to receive and respond to feedback and evaluation
- Strong understanding of current and emerging best practices including project-based learning, educational technologies, and personalized learning
- Desire to work with a diverse population of learners and meet their individual needs in a caring, collaborative, and flexible environment

Salary and Benefits

MMC offers a competitive salary commensurate with experience. The benefits package includes an employee incentive program; participation in state-sponsored health, dental and vision coverage programs; and state retirement options including the South Carolina Retirement System (SCRS) and the State Optional Retirement Program (State ORP).

How to Apply

Candidates may submit a resume and cover letter to info@midlandsmiddlecollege.com.