

**PUBLIC SCHOOLS OF ROBESON COUNTY
P. O. DRAWER 2909
LUMBERTON, NC 28359
VACANCY ANNOUNCEMENT**

DATE: December 13, 2023

POSITION: Elementary Assistant Principal (Purnell Swett)

SALARY: \$4,641.00 - \$6,557.00
Local Supplement

DEADLINE DATE FOR RECEIVING APPLICATIONS: January 1, 2024

WORK LOCATIONS: TBD

GENERAL DUTIES:

1. To create a school environment focused on improved student learning for all students.
2. To assist the principal as assigned in administering the duties as prescribed by State Statutes and the policies of the Board of Education of the Public Schools of Robeson County.
3. To help supervise all staff assigned to the school.
4. To help build strong community links/partnerships.

QUALIFICATIONS:

1. Valid North Carolina Principal's License or be eligible to obtain a provisional license prior to starting. (Required)
2. At least (3) years of successful teaching experience. (Required)
3. Varied leadership experiences in education. (Desirable)
4. At least (5) years of school experience preferably in at least two settings), (schools, grades, programs) (Desirable)

INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be in the Human Resources Office of the Public Schools of Robeson County by 5:00 p.m. on the stated deadline date in order to be considered for the position.
2. All candidates should submit an on-line application which, will include:
 - (1) A cover letter stating your interest.
 - (2) A current resume listing experience, qualifications plus other relevant information.
3. Selection Process: The screening of candidates includes: (1) Review of application (2) Formal interviews by the screening committee for selected applicants.

Applications should be mailed, faxed, or hand-delivered to:

Human Resources
Public Schools of Robeson County
P. O. Drawer 2909
Lumberton, NC 28359
Telephone Number: (910) 671-6000
Email: Nakeia.mckiver@robeson.k12.nc.us

Public Schools of Robeson County is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, age, religion, national origin or handicap.