

**Brashier Middle College Charter High School**  
***Where College and High School Come Together***

***Position: High School Assistant Principal***

Join the vibrant Brashier Middle College Charter High School community as we seek a talented high school assistant principal for the 2025-2026 academic year. We are eager to welcome an experienced educator dedicated to fostering student growth and passionate about student achievement. This assistant principal will enforce school policies, address student discipline issues, and promote a culture of respect and accountability. This position will report directly to the building principal while working collaboratively with other school personnel.

***Key Responsibilities:***

- Participate in the development and evaluation of educational programs, including innovative instructional programs
- Promote the use of instructional technology
- Communicate effectively with students and staff to maintain and grow a positive, caring environment for learning
- Observe and evaluate faculty using the ADEPT 4.0 rubric
- Navigate PowerSchool and PowerScheduler to maintain student records and schedules
- Work with district and school personnel to implement state testing
- Develop, implement, and enforce policies and procedures for student behavior and discipline in collaboration with teachers, administrators, and parents
- Provide support for students who require behavioral interventions, including conflict resolutions, restorative practices, and mentoring
- Advocate for student needs and foster a positive and inclusive school culture where all students feel safe, valued, and supported
- Collaborate with the school resource officer to ensure school safety for students and staff
- Conduct conferences about student and school issues with parents, students, and teachers
- Participate in professional development to improve skills related to job assignments
- Oversee the multi-tiered system of supports (MTSS) for students to maximize academic achievement as well as to support social, emotional, and behavioral needs
- Coordinate efforts to support multilingual language learners by working with district and school personnel
- Demonstrate awareness of school-community needs and initiate activities to meet those needs
- Communicate and coordinate with counseling and nursing staff to positively support students with diverse needs, both temporary and long-term
- Supervise, monitor, and communicate student attendance and work closely with the attendance clerk/registrar
- Supervise extracurricular activities including sports and other school-sponsored activities
- Other duties as assigned by the building principal

***Desired Qualifications:***

- SC Teaching and Administration and Supervision Certification
- ADEPT Evaluation Certified
- Experience working with high school students (Grades 9-12)
- Strong technology skills (especially with Google Suite products and Microsoft Office)
- Excellent communication skills, both oral and written
- Strong organizational and multitasking abilities to manage various responsibilities effectively
- Ability to work collaboratively and effectively as a team member with faculty, staff, and other stakeholders
- Ability to manage challenging situations with patience, empathy, and professionalism
- Detailed understanding of school operations
- At least three years of classroom instruction
- Prior administrative experience preferred

*Salary & Benefits:*

The compensation package at Brashier Middle College Charter High School is competitive with the local GCS pay scale. Additionally, we offer attractive benefits including state retirement, PEBA State Insurance Benefits Package (plus additional options), and a comprehensive leave policy. Currently, this position is 210 days a year.

Apply Today! We enthusiastically welcome all interested candidates to submit their resumes. To apply, please email a cover letter, resume, and current certification to [tfreeman@faculty.brashiermiddlecollege.org](mailto:tfreeman@faculty.brashiermiddlecollege.org).

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