

Policy and Handbook Writer

Job Description

Overview

In close collaboration with the principal, the policy writer researches and composes policies and procedures for Hopewell Academy employees and students. This is a temporary, hourly position available until July 31, 2017

Qualifications

- Experience as an educator and knowledge of current educational practices and methods
- Five years of experience with classroom instruction or leadership in an educational environment
- Excellent written and verbal communication skills and organizational skills

Duties

- Collaborates with principal on school's operations and procedures
- Creates outline of needed policies and procedures for employees and students
- Researches the policies and procedures of other educational institutions
- Writes policy and procedures needed to facilitate and govern school's operations for employees and students
- Ensures that policies are aligned with school's vision and mission and rules governing non-public education in North Carolina

Contact Information

Email or mail a letter of interest, current resume, and recent salary history as well as information on any special training or certifications to

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