

Job Title: Assistant Principal

POSITION SUMMARY:

The Assistant Principal's primary job responsibility is the supervision and monitoring of students. The Assistant Principal, under the direction of the Building Principal, implements and enforces school board policies, administrative rules, and regulations. In the absence of the Building Principal, the Assistant Principal shall assume the duties and responsibilities of the Building Principal. The Assistant Principal will work cooperatively with the district administrative team and support district-wide goals and initiatives.

ESSENTIAL FUNCTIONS:

- Adheres to and enforces board policy, school guidelines, administrative directives, and district standards
- Enforces guidelines to maintain proper discipline and conduct
- Communicates relevant policies and procedures regarding student discipline, conduct, and attendance to students, staff, and parents
- Works with and assists faculty in the development of effective classroom discipline and organization
- Maintains an effective and safe school environment
- Assists Building Principal with emergency drills on a regular basis and is able to implement emergency evacuations and lockdowns effectively
- Assists in curriculum development and data analysis to meet needs of all students
- Prepares required reports and paperwork
- Assists in the selection and mentoring of staff
- Supervises and evaluates certified staff as assigned
- Supervises support services as assigned
- Works as a team member to meet the system-wide needs of the district
- Assists in supervision of special events
- Assists in the care and management of the building and grounds, and inventory of furniture, equipment, and books, and supplies
- Notifies the Building Principal when maintenance is needed
- Performs other duties as assigned by the Building Principal or District Administrators

QUALIFICATIONS:

- Valid teacher's license with appropriate endorsement; and
- Administrative or supervisory experience and certification in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Building Principal and Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.