Hickman County Schools

Job Title: Elementary Assistant Principal

Contract Period: 10 months

Reports to: Principal of School

* Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
* Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
* Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
* Intervenes in occurrences of student misbehavior for the purpose of modifying student behavior and developing student interpersonal skills.
* Participates in and facilitates professional learning opportunities.
* Performs tasks and duties as assigned by the Principal.
* Represents the school and community positively.
* Coordinate school activities during the school day and after school as needed to implement the school’s vision and mission.