

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**ASSISTANT PRINCIPAL**

**1. INSTRUCTIONAL PROGRAM MANAGEMENT / DEVELOPMENT**

- \_\_\_\_\_ 1. Assist in the development, implementation and evaluation of the instructional program, including the use of technology.
- \_\_\_\_\_ 2. Supervise curricular and extracurricular activities as assigned.
- \_\_\_\_\_ 3. Provide recommendations to the Principal regarding curriculum improvement.
- \_\_\_\_\_ 4. Supervise textbook and equipment selection, acquisition and inventory.
- \_\_\_\_\_ 5. Assist the Principal in the administration of the summer school program.
- \_\_\_\_\_ 6. Assist with coordinating student field trips.
- \_\_\_\_\_ 7. Assist in developing the master schedule and assignment of students and staff.
- \_\_\_\_\_ 8. Assist in the administration of the testing program.
- \_\_\_\_\_ 9. Assist in gathering, analyzing, and interpreting data related to student performance.
- \_\_\_\_\_ 10. Assist in coordinating the school's accreditation program.

**2. PERSONNEL ACTION SERVICES**

- \_\_\_\_\_ 11. Assist with the supervision of personnel, including orientation of new employees as assigned.
- \_\_\_\_\_ 12. Assist the Principal in developing personnel assignments and duty rosters.
- \_\_\_\_\_ 13. Assist in implementing and administering negotiated employee contracts.
- \_\_\_\_\_ 14. Assist in the coordination of the school's inservice program.
- \_\_\_\_\_ 15. Assist teachers in developing professional development plans and activities.
- \_\_\_\_\_ 16. Assist in monitoring and assisting substitute teachers.

**3. SCHOOL OPERATIONS / DELIVERY SYSTEMS**

- \_\_\_\_\_ 17. Assist the Principal with the daily operation of the school.
- \_\_\_\_\_ 18. Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- \_\_\_\_\_ 19. Assist in the supervision of the maintenance and care of the physical plant.
- \_\_\_\_\_ 20. Assist in developing and monitoring the school budget.
- \_\_\_\_\_ 21. Assist in maintaining property inventories.
- \_\_\_\_\_ 22. Assist in supervising school transportation services.
- \_\_\_\_\_ 23. Assist in identifying maintenance or facility needs.
- \_\_\_\_\_ 24. Use technology resources effectively.

**4. STUDENT SUPPORT SERVICES**

- \_\_\_\_\_ 25. Assist in monitoring student attendance.
- \_\_\_\_\_ 26. Assist in ensuring that the school's discipline policy is consistently and fairly administered.
- \_\_\_\_\_ 27. Assist with student supervision and discipline.
- \_\_\_\_\_ 28. Assist in interpreting and implementing the Pupil Progression Plan.
- \_\_\_\_\_ 29. Assist in developing, implementing and evaluating the school's guidance program.
- \_\_\_\_\_ 30. Confer with students, parents, and teachers to resolve problems and facilitate learning.
- \_\_\_\_\_ 31. Assist in coordinating schedules for extracurricular activities.

ASSISTANT PRINCIPAL (Continued)

**5. PERSONAL / PROFESSIONAL EMPLOYEE QUALITIES**

- \_\_\_\_\_ 32. Seek to improve skills and knowledge through participation in inservice and other professional development activities.
- \_\_\_\_\_ 33. Model and maintain high standards of professional conduct.
- \_\_\_\_\_ 34. Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- \_\_\_\_\_ 35. Promote and support professional development for self and others.
- \_\_\_\_\_ 36. Maintain visibility and accessibility.
- \_\_\_\_\_ 37. Keep the Principal informed about potential problems, unusual events, or possible opportunities for school improvement.
- \_\_\_\_\_ 38. Support goals and priorities of the District and school.

**6. LEADERSHIP**

- \_\_\_\_\_ 39. Provide leadership in developing and implementing goals and priorities of the District and school.
- \_\_\_\_\_ 40. Assume duties and responsibilities of the Principal in his / her absence.
- \_\_\_\_\_ 41. Assist in planning and implementing the school’s public relations program.
- \_\_\_\_\_ 42. Conduct faculty meetings when requested by the Principal.
- \_\_\_\_\_ 43. Serve on advisory committees as requested by the Principal.
- \_\_\_\_\_ 44. Support and attend community functions.
- \_\_\_\_\_ 45. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \_\_\_\_\_ 46. Set high standards of performance for self, others, and the school.
- \_\_\_\_\_ 47. Perform other duties as assigned.

**7. STUDENT GROWTH / ACHIEVEMENT**

INDICATORS

- \_\_\_\_\_ 48. Ensure that student growth / achievement is continuous and appropriate school wide. Indicators may include: Teacher made tests, criterion and norm-referenced-standardized tests, portfolio assessment, professional team interaction and analysis reports, documented parent interaction, student discipline records, and others as deemed appropriate by the District and / or required by statutes or adopted curriculum standards.
- \_\_\_\_\_ 49. \_\_\_\_\_
- \_\_\_\_\_ 50. \_\_\_\_\_
- \_\_\_\_\_ 51. \_\_\_\_\_
- \_\_\_\_\_ 52. \_\_\_\_\_

**8. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 53. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 54. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 55. The completion of required professional development services.
- \_\_\_\_\_ 56. The analyzing and reporting of the results of the School Improvement Teams’ efforts on student performance.
- \_\_\_\_\_ 57. \_\_\_\_\_

ASSISTANT PRINCIPAL (Continued)

DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)