



JOB DESCRIPTION – Assistant Principal

JOB GOAL:

To support and assist the Principal in providing school-based leadership needed to improve instruction, increase student achievement, as well as ensure quality educational experiences and a safe environment conducive to learning.

QUALIFICATIONS:

1. Master's Degree from an accredited institution or currently enrolled in an educational program leading to a Master's Degree.
2. Certification in Educational Leadership or currently working toward certification.
3. Degree and certification requirements must be met within three (3) years of hiring date.
4. Minimum of three (3) years successful teaching.
5. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent
Principal

SUPERVISES:

School Instructional Staff
School Non-Instructional/Support Staff
Other Staff As Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of federal, state, and local laws, regulations and policies governing education.
2. Knowledge of curriculum and instructional programs implemented within the district.
3. Knowledge of best instructional practices for appropriate level.
4. Knowledge of budgetary and supervisory responsibilities at the school.
5. Knowledge of athletics / scheduling and supervision.
6. Ability to communicate effectively, orally and in writing.
7. Ability to work with people in a positive, effective manner.
8. Ability to use effective public speaking, interaction, and problem-solving skills to improve student outcomes.
9. Ability to analyze and use data to create strategies for improvement.
10. Ability to organize, prioritize, and manage time effectively.

Effective:

PERFORMANCE RESPONSIBILITIES:

Instructional Program Management / Development

1. Assist in the development, implementation, and review of the instructional programs.
2. Use current research, performance data, and feedback all stakeholders to make decisions related to improvement of teaching and learning at the school.
3. Assist in the development of the master schedule for student / teacher assignment.
4. Assist in the development, implementation, and evaluation of the School Improvement Plan.
5. Assist in the administration of testing programs including Mainstream, ESE and ESOL.

Personnel Action Services

6. Assist with the interview and selection of qualified personnel to be recommended for employment.
7. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate action as directed.
8. Assist in the selection and assignment of lead teachers for the induction of beginning teachers.
9. Monitor substitute teacher selection and assignment.
10. Assist with developing personnel assignments and duty rosters.

School Operations / Delivery Systems

11. Access, analyze, interpret, and use data in decision-making.
12. Assist with the management of all operations, activities, and functions which occur at the assigned school.
13. Assist in the development of positive school-community relations.
14. Monitor the implementation of purchased curriculum at assigned school.
15. Coordinate facility and support service requirements.
16. Maintain property inventory records and ensure the security of school property.
17. Assist in the development and implementation of the school technology and School Improvement Plan.
18. Use effective interpersonal communication skills.

Student Support Services

19. Assist in developing guidelines for proper student conduct and implement disciplinary procedures/policies.
20. Assist in developing and implementing procedures to be used in the event of school crises.
21. Provide leadership in the event school crises.
22. Assist in supervision/coordination of all extracurricular programs/activities at the assigned schools.
23. Maintain high visibility and accessibility on the school campus.
24. Monitor school attendance and all guidance functions/practices.

Personal / Professional Employee Qualities

25. Maintain and model high standards of professional conduct.
26. Interact with staff, parents, and community in an appropriate and professional manner.
27. Demonstrate understanding of and support for the vision, mission, goals, and priorities of the school.
28. Communicate effectively both orally and in writing with parents, students, teachers, and the community.
29. Participate in school advisory committee and parent organization meetings.
30. Promote an effective public relations program through newsletters, parent/teacher conferences, etc.

Leadership

31. Participate and collaborate with stakeholders in the establishment of a vision and mission for the school.
32. Set high goals and standards for self, others, and the organization.
33. Delegate responsibilities to appropriate staff members.
34. Demonstrate readiness and confidence to make or share decisions in a timely fashion.
35. Perform other incidental tasks consistent with the goals and objectives of this position.

Effective:

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use sick and personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporate, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.
2. Medium to heavy work depending on the particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
2. Length of the work year and hours of employment shall be those established by the District.
3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Possible occasional exposure to a variety of weather conditions.
3. Exposure to heated and air-conditioned ventilated facilities.
4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: February 13, 2023

Effective: