



# Mobile County PUBLIC SCHOOLS

## Job Description Title – ASSISTANT PRINCIPAL

**SUPERVISED BY/REPORTS TO:** Principal

**FLSA:** Exempt

### **SUMMARY:**

Performs difficult, professional and administrative work assisting the principal with the overall administration of the total school program at assigned location by providing educational leadership for students and staff consistent with MCPSS District goals; does related work as required. Work is performed under general supervision. Supervision is exercised over school personnel and students.

### **QUALIFICATIONS:**

- Must have a valid Alabama Certification in Educational Administration, Educational Leadership, or Educational Supervision.
- Must have a minimum of three (3) full years of satisfactory teaching experience.
- Must provide three (3) letters of professional reference within the last three years (One from current, immediate supervisor; the other two from other supervisors or colleagues who are knowledgeable about work experience and performance).
- Must provide official transcript(s) for all degrees and administrative courses.
- Must submit all qualifications and credentials by the established advertised deadline.
- Must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills, and abilities required.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of state and federal education laws, regulations and procedures related to instructional services including litigation; thorough knowledge of the practices, methods, and techniques used in the administration and supervision of all programs in the school; and the ability to work independently. Must be familiar with computers, email, internet, and software such as the Microsoft Office and technology relative to instruction and administration.

### **LANGUAGE SKILLS:**

Ability to communicate fluently in English, both verbally and in writing. Ability to read and interpret professional journals. Ability to write routine reports and educational correspondence. Ability to speak effectively before groups of parents, students, and faculty. Ability to effectively present information and respond to questions from faculty, parents, students, and the public.

### **INTERPERSONAL SKILLS:**

Works well with others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit.

### **REASONING ABILITY:**

Ability to identify and define complex problems and situations, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **SUPERVISORY DUTIES:**

Assists the principal with the supervision of teachers, students, and other District employees at an assigned campus. Carries out supervisory responsibilities in accordance with the District's policies and procedures and applicable laws. Responsibilities include, assisting the principal with hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and correcting employees; addressing complaints and resolving problems; serves as lead administrator in the absence of the principal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this job and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

### **CURRICULUM AND INSTRUCTION**

1. Responsible for assisting the principal with visiting classrooms, conferring with teachers, giving leadership in curriculum improvement, and assisting with the selection and use of instructional materials.
2. Responsible for assisting cooperatively in the implementation of the total school curriculum.
3. Responsible for assisting the principal with evaluating the instructional techniques of the teaching staff.
4. Responsible for assisting in the school co-curricular programs and all activities and programs that are the outgrowth of the school curriculum.

### **STAFF PERSONNEL**

1. Responsible for assisting in planning programs, schedules, and assignment of staff duties.
2. Responsible for assisting in the major responsibilities of screening, hiring, assigning, evaluating, and dismissing the school staff.
3. Responsible for assisting in the supervision of and coordination of the food service and office personnel.
4. Responsible for assisting with staff development activities.

### **STUDENT MANAGEMENT**

1. Responsible for assisting in the implementation of established guidelines for student conduct.
2. Responsible for assisting in the coordination of athletic, non-athletic, co-curricular, and extracurricular transportation needs. Assists with the supervision of after school activities.
3. Responsible for assisting in the organization, implementation and oversight of a fair, consistent system of student discipline.
4. Responsible for assisting with scheduling and assigning students for instruction.
5. Responsible for assisting in communicating with parents and guardians and keeping parents and guardians informed of attendance and behavior problems of their students.

### **FINANCE**

1. Responsible for assisting in planning the budgets, requisitioning equipment, books, and supplies within the funds allocated; conducts inventory of school equipment and books as assigned.
2. Responsible for assisting the principal in the control, supervision, and approval of all student activity budgets and fund expenditures.

### **SCHOOL BUILDINGS AND EQUIPMENT**

Responsible for assisting in the supervision of the maintenance of school buildings, grounds, and equipment. Regularly inspects buildings and grounds. Assists the principal in communicating needs to the appropriate school personnel and District staff.

### **SAFETY AND CRISIS MANAGEMENT**

Responsible for assisting in the design and implementation of the provision for building safety and security, including fire, severe weather, and crisis management plans.

### **OTHER ESSENTIAL FUNCTIONS**

1. Demonstrates support for the school system and its vision, goals, and priorities.

2. Assists in interpreting and enforcing local, state, and federal policies, regulations, and laws – including, but not limited to the MCPSS Employee Handbook.
3. Models appropriate and innovative use of technology for faculty, staff, and students. Facilitates and monitors the integration of technology in the classroom.
4. Prepares reports, presentations, publications, or rosters as assigned.
5. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in the areas of responsibility.
6. Keeps principal informed of potential problems or unusual events. Reports incidents of abuse, self-harm, and/or harassment to the appropriate authorities.
7. Responds to inquiries, emails, phone calls, and concerns in a timely manner (usually should be 24 hours).
8. Maintains a high visibility within all areas of the facility.
9. Assists in monitoring the orderly movement and safety of transportation services on school grounds.
10. Models and maintains high ethical standards. Maintains appropriate confidentiality regarding school/workplace matters.
11. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals, and strategies are implemented and provides all pertinent data to the appropriate personnel within the designated time frame.

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk distances, stand for a considerable period, sit, use hands for fine manipulation, extend hands and arms for keyboard usage and video display terminal and drive an automobile. The employee is occasionally required to stoop, kneel, or squat. The employee may regularly lift and/or move up to 25 pounds and occasionally lifts up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.
- Must occasionally be able to run after a student and/or react quickly to violent situations.
- Additionally, the employee must occasionally deal with students and adults in tense confrontational situations.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Occasional district-wide travel to multiple campuses and the Central Office is required. The noise level in the work environment is usually quiet/moderate except in situations where the employee is in the school cafeteria or school assemblies. Occasional work during weekends and evenings for school functions is required.

**OTHER DUTIES:**

1. Attends appropriate conferences, workshops, and meetings to keep informed of current best practices and trends in education.
2. Attends meetings of the PTA or PTO, and other meetings as requested beyond the regular workday.
3. Supervises after school sports activities and other after school events as requested beyond the regular workday.
4. Performs other related duties as may be assigned by the Principal.

**POST HIRE REQUIREMENTS:**

Completion of ethics training as required by Ala. Code Ann. §36-25-1, et seq., within 90 days of date of hire. The ethics training video may be viewed at <http://ethics.alabama.gov/info-training.aspx> and a copy of the certificate of completion must be provided to Human Resources for placement in your personnel file no later than 90 days after applicant's date of hire. Applicants who have already undergone this video ethics training do not have to undergo the training again but are required to provide a copy of the certificate of completion to the Human Resources Department.

**EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal.

**TERMS OF EMPLOYMENT**

11-months (222 days) 8 hours per day usually Monday through Friday. Daily work schedule will be determined by the principal or his/her designee. Work assignments and schedules are subject to change. Work hours beyond the 8-hour workday are often required. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws

**SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.