

Benton County School District



Job Description:	Assistant Principal	FLSA Status:	Exempt
Department:	School Level Admin	Code:	
Location:	Ashland High School	Reports to: Building Principal	
Position Type:	Full Time	Version:	

Description of Position: Assist and support the building principal to provide on-site administration and execution of the district educational programs, policies, and regulations; development of school goals and objectives; allocation of financial and human resources within school programs; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment

Essential Duties and Responsibilities

- Administers all building affairs in the absence of the principal
- Assists in the administration of the curriculum, goals and objectives of school and district, Board of Education policies, and state and federal regulations
- Assists in the administration and evaluation of school-based programs, including staffing and placement of students into special education programs, and student-teaching programs
- Manages services of resource personnel; student services; health, safety, and security responsibilities and operations; the opening and closing of school; and transportation at the school-based level
- Implements the student discipline program
- Plans and organizes school-sponsored activities, operation and maintenance of physical plant, and scheduling processes
- Manages material resources and logistical services for staff development activities, school site PTA meetings, and special occasion events
- Interprets district policies and regulations, student rights and responsibilities, school regulations, discipline policies, safety regulations
- Assists in the supervision and evaluation of certified and classified staff; assists in the development of educational growth plans for certified and classified staff.
- Reviews, approves, and authorizes building usage, building maintenance, and supplies 2 Assistant Principal - Elementary inventories
- Supervises records clerks with the maintenance of permanent records
- Develops schedules for school-based activities
- Supervises fund-raising activities
- Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
- Meets and confers with staff, individual students, teachers, or parents, area superintendent, other district administrators as needed
- Assists in the development/design of school-based communications
- Promotes respect for school property, a climate of mutual confidence, student success, and positive school atmosphere conducive to change
- Assists in the development and management of the school budget
- Manages student attendance, record keeping, and extracurricular activities
- Assists in facilitating volunteer programs and parent-teacher conferences

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- Manages the safety, security, and operation of the school plant, including environmental and energy concerns
- Develops and monitors an annual master plan for faculty duty assignments
- Coordinates co-curricular activities such as field trips, field days, outdoor labs, awards assemblies, etc
- Performs other duties as assigned

Qualifications and Education Requirements

- Masters Degree
- Administrative License as Defined by Mississippi Dept. of Education
- Three years successful teaching experience
- Evidence of administrative capabilities including, but not limited to previous administrative assignments
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable carry out instructions furnished in written and oral form.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

Employee Statement of Understanding

- ☐ I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with Benton School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of Benton County School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Benton County School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.