

Job Title: Full-Time Assistant Principal

Qualifications:

1. Master's Degree from an accredited institution.
2. At least three years successful experience as a classroom teacher.
3. Valid certification as an administrator.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: School Principal

Supervises: Staff members designated by the Board, Principal or Superintendent.

Job Goal: To assist the principal in providing school wide leadership and to learn the role of the principal.

Performance Responsibilities:

1. Assist the principal in the overall administration of the school and the school's extracurricular activities.
2. Serve as principal in the absence of the regular principal.
3. Propose schedules of classes and extracurricular activities.
4. Assist when needed in the preparation of student schedules.
5. Assist the principal in working with department heads and faculty in compiling annual budget requests.
6. Requisition supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
7. Assist in the conducting of safety inspections and safety drill practice activities.
8. Assist in coordinating transportation, custodial, cafeteria, and other support services.
9. Supervise the reporting and monitoring of student attendance, and work with the Attendance supervisor for investigative follow-up actions.
10. Assist in maintaining discipline throughout the student body, and deal with special cases as necessary.

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11. Serve with parent, faculty, and student groups as requested in advancing Educational and related activities and objectives.
12. Assist in coordinating the student insurance program.
13. Perform such record-keeping functions as the principal may direct.
14. Supervise teachers and other personnel as assigned by the principal.
15. Be regular and punctual in attendance.
16. Perform duties in a manner that promotes good public relations.
17. Maintain confidentiality of any school or school system related business and records.
18. Develop and maintain proper and professional relationship with students and other employees.
19. Be familiar with and follow Board of Education policies.
20. Perform other reasonable related duties that the principal may assign.

Terms of Employment: Salary and work year to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted: 10/19/93