

Job Description – Assistant Principal**Revised: 3/14/17**

TITLE: Assistant Principal

QUALIFICATIONS:

1. Valid GAPSC certificate.
2. Master's Degree in Educational Leadership.
3. Minimum of three years' successful teaching experience.
Such alternatives of the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOALS: To relieve the principal of such impediments that may prevent him/her from fulfilling his/her chief responsibility of promoting the educational well-being of each student in the school.
Operate a successful RTI/504 Program

PERFORMANCE RESPONSIBILITIES:

1. Supervises conduct within the school and assists principal in disciplinary procedures, keeping records of any disciplinary action.
2. Assist the principal in the general administration of the school, and serves as principal in the absence of the principal.
3. Assists in the preparation of teacher and student handbooks.
4. Administers school rules regarding attendance.
5. Serves as RTI/504 Coordinator and maintains the necessary documentation, for each student served, through the entire RTI/504 process.
6. Performs duties as assigned.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.