

JOB DESCRIPTION
Cumberland County School District

ASSISTANT PRINCIPAL - HIGH SCHOOL

Purpose Statement

The job of Assistant Principal - High School was established for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned programs and services at a high school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Principal - High School

Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Monitors, investigates, and documents employee problem, then pursues appropriate solutions.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals

and/or assisting with issues related to school environment.

- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports principal for the purpose of providing assistance with administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS: Competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE: To satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

ABILITY: is required to schedule a number of activities, meetings, and/or events; Flexibility is required to manage multiple tasks and change focus as needed to meet the needs of the school community. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

Responsibility

Responsibilities include: Duties assigned by the principal to provide smooth operation of the school.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 50% walking/standing. This job is performed in a generally clean and healthy environment.

Experience

Education Masters degree in job related area.

Equivalency Must have 3 years as a Teacher.

Requirement

This is a certified position.

Certification & Licenses

Valid TN Teacher's License/Certification
Administrative Certification
Posses and maintain a valid TN Driver's License

Continuing Educ. / Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

