

## **Assistant Principal** – Job Description

Reports To: Principal

### Qualifications:

1. Master's degree in Education; T-5 certificate covering appropriate grades; minimum of L-5 certification in appropriate field of supervision.
2. Minimum of five (5) years successful school experience as a teacher and/or in an instruction leadership role.
3. Ability to relate well to parents, teachers, students, peers, and other staff.

### Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Supervise students and implement appropriate disciplinary measures.
5. Assist with student activities program, student safety, and security.
6. Assist teachers in creative ways to deliver curriculum.
7. Assist with staff selection, evaluation, and professional development.
8. Orient students to school and maintain high level of visibility/availability to students.
9. Develop and maintain effective relationships with law enforcement and judicial personnel.
10. Assist with curriculum improvements or change.
11. Participate in budget proposal development.
12. Maintain inventory of school property assigned to the school.
13. Help coordinate requests for student transportation for athletic trips and field trips.
14. Serve as administrator in charge of school in absence of principal; may routinely supervise some segment of school staff such as custodians.
15. Present information about the school to parents, students, and service or civic groups.
16. Assist in scheduling school events.
17. Participate in facility and professional meetings, professional learning, and other trainings working through the Principal and Assistant Superintendent of Curriculum and Instruction.
18. Perform other duties as assigned.