

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ASSISTANT PRINCIPAL, SCHOOL

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Certification in educational leadership.
- (3) Minimum of three years successful teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to interpret and enforce State Board Rules, School Board rules and administrative guidelines. Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills. Ability to provide instructional leadership based on current educational trends and research. Knowledge of group and cultural dynamics. Demonstrated effective written and oral communication skills. Skills in personnel management, interaction, supervision techniques, coaching and evaluation procedures, and conflict resolution.

REPORTS TO:

Principal

JOB GOAL

To assist the Principal with all administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide assistance and feedback to school personnel.
- * (2) Develop and implement the school's instructional program with assistance from District personnel and provide its articulation among school personnel as assigned by the Principal.
- * (3) Develop, in conjunction with the Principal, the master teaching schedule and assign teachers according to identified needs.
- * (4) Utilize current educational trends in the planning and preparation of the school instructional program.
- * (5) Interpret and enforce School Board policy, state statutes and federal regulations.
- * (6) Implement the accreditation program for the assigned school.
- * (7) Coordinate in the selection of textbooks, material and equipment needed at the assigned school.
- * (8) Manage and administer the testing program for the school.
- * (9) Facilitate personnel development to assure that the school will realize maximum value from each of its employees through in-service, the Professional Orientation Program and other developmental activities.
- * (10) Facilitate process of positive communication among students, parents, teachers, and clerical staff in daily interactions.
- * (11) Assume responsibility for control and direction of students related to suspension from school, suspension from the bus and school in accordance with Board policies and statutes.
- * (12) Provide leadership in the event of school crisis and/or civil disobedience.
- * (13) Assist the Principal in the school improvement process.
- * (14) Administer and develop teacher duty rosters for the school.
- * (15) Provide supervision while maintaining visibility about the campus and classroom.
- * (16) Establish guidelines for proper student conduct and effective disciplinary procedures and policies for the school.
- * (17) Interpret and enforce the District's Code for Student Conduct.
- * (18) Supervise all facets of the registration process.
- * (19) Coordinate the production of pre-planning materials.

Assistant Principal, School 73008-73013 (Continued)

- *(20) Supervise and evaluate instructional, support, and service personnel as assigned by the Principal.
- *(21) Comply with provisions of collective bargaining agreements.
- *(22) Interview and select qualified personnel to be recommended for employment, reappointment and termination as directed by the Principal.
- *(23) Develop and maintain positive school/community relations and act as a liaison between school and community.
- *(24) Coordinate the school food service program as it relates to the special needs of the school.
- *(25) Maintain adequate property inventory records, key control and security of school property.
- (26) Participate in the development of long-range facility needs at the assigned school.
- *(27) Coordinate plant safety and facility inspection at the school.
- *(28) Manage and administer the maintenance function for the school in a manner that ensures maximum life and use of the facility.
- *(29) Coordinate the transportation services at the assigned school.
- (30) Participate in the function of financial planning for the school which may include assisting in the preparation of the school's budget.
- (31) Participate in the disbursement of funds to assure that the school will realize the maximum value educationally and financially in securing supplies, materials, equipment and services.
- *(32) Supervise the function of student accounting at the school, as it pertains to funding and attendance.
- (33) Manage and administer the attendance policy and procedures.
- *(34) Communicate, through the Principal, to appropriate District staff, information relating to various problems or events of unusual nature.
- *(35) Coordinate data processing activities as assigned.
- *(36) Provide leadership for, and supervision of, extracurricular activity programs.
- *(37) Participate in the administration of the school's athletic program.
- *(38) Assist in managing and supervising student activity programs, including the selection of club sponsors.
- *(39) Approve school-sponsored activities and maintain a calendar of all school events.
- (40) Assume responsibility of the school when the Principal is absent from the building.
- (41) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 5 - Elementary and Middle School

Job Description Supplement Code 9 - High School

SALARY LOCATOR: Support Personnel Salary Locator 3