



Simpson County School District

JOB/POSITION DESCRIPTION



Position Title: Assistant Principal
Department: School Level
Reports to: Building Principal
Status: Certified (Overtime Exempt)

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SUMMARY

To assist the building Principal with a smooth operation of the school in order to increase the effectiveness of the school's academic and extra-curricular programs for each individual student.

QUALIFICATIONS:

- Master's Degree in Administration and Supervision (preferred)
- Three to five years of successful classroom teaching experience (preferred)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers building affairs in the absence of the principal
- Assists in establishing and maintaining positive community relations
- Assists in integrating school improvement initiatives and ongoing professional learning
- Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
- Assists in the administration of the curriculum, goals and objectives of the school and district, Board of Education policies, and state and federal regulations
- Assists in the evaluation of instructional and non-instructional staff members
- Assists in the recruitment of faculty and staff
- Conducts staff meetings and professional development sessions and PLCs as directed
- Coordinate, support, participate, and attend school/parent activities (before, during, and after school)
- Establishes and maintains proper contact with parents (including home visits)
- Observes classroom instruction and provide constructive feedback to individual teachers
- Patrols campus and supervises students
- Plans, organizes, and directs school activities
- Keeps the Principal informed of the school's activities and problems
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- Interprets and enforces district policies and administrative regulations
- Maintains positive active relationships with students and parents
- Maintains high standards of student conduct and enforces discipline as necessary, ensuring due process to the rights of students
- Assumes responsibility for his own professional growth and development through memberships and participation in the affairs of professional organizations; through attendance at regional, state and national meetings; through enrollment in advanced courses and the like
- Plans and supervises fire drills and emergency preparedness program
- Serves as a member of such committees and attends such meetings as directed by the Principal
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Principal

SUPERVISORY RESPONSIBILITIES:

As assigned by the Building Principal

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

Reasonable Accommodation: Are you able to perform the essential functions of this position with or without a reasonable accommodation? Check Yes _____ No _____. If No, please explain.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Ten -month year; 220 days Salary based on the Simpson County School District's Approved Scale.

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE: _____

Reviewed and agreed to by: _____ Date _____