

## Assistant Principal

Reports to: Principal

FLSA Status: Exempt

### SUMMARY:

Assist in the administration of all aspects of the total school program for Scott County Schools by providing educational leadership for students and staff consistent with division goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducting instructional supervision and evaluation including classroom and teaching observations for assigned areas;
- Implements curriculum and educational objectives consistent with goals;
- Develops an efficient system for student and program appraisal, recommending changes as needed to meet student needs;
- Advises teachers regarding instruction, classroom management, and student discipline;
- Evaluates grading procedures and student progress with members of the staff;
- Assists teachers in planning field trips and using community resources;
- Provides leadership in initiating in-service programs and organizational improvements;
- Provides a climate conducive to effective communications through the use of faculty meetings, committees, and individual conferences;
- Coordinates the use of subject matter specialists, resource teachers, and other resource personnel;
- Assists the principal in coordinating and administering pupil personnel services and maintaining high expectations for daily operations:
- Maintains effective discipline and fosters a safe and positive environment for all students and staff;
- Ensures the adequate supervision of students;
- Coordinates and supervises student activities and events including before/after school activities, as requested;
- Coordinates services to students such as guidance, health, and special education;
- Participates in eligibility meetings;
- Ensures that all staff members keep and submit accurate and up-to-date records, as required;
- Maintains school rules and regulations which conform to the regulations of the County School Board of Scott County and the State Board of Education;
- Assists in school scheduling;
- Assists the principals in administering staff personnel procedures in accordance with approved policies and procedures;

JOB DESCRIPTION  
Scott County Schools

- Contacts substitute employees as needed;
- Completes required reports;
- Promotes a healthy and safe work environment;
- Develops and participates in staff development and in-service training programs for all staff;
- Assists the principal in administering the financial and building needs of the school;
- Establishes building maintenance schedules and evaluating their effectiveness;
- Maintains furniture and equipment inventories;
- Supervises the use of the school and grounds by all agencies and/or organizations;
- Orders necessary instructional materials, textbooks, equipment, and analyzing the usage of such materials in conjunction with the principal;
- Maintains the attractiveness of building and grounds, reports needed repairs to the maintenance department and/or building principal;
- Assists the principal in establishing and maintaining an effective school/community relations program;
- Communicates with parents by means of school programs, letters, telephone and personal contact;
- Participates in the activities of the Parent/Teacher Organization;
- Promotes effective communication and interpersonal relations with students, staff, parents, and community members;
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse population;
- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division;
- Meets with parent and community groups;
- Establishes and maintains rapport with students, school personnel, parents, and community members;
- Communicates and interprets school division policies, procedures, and regulations, as requested;
- Assists the principal in developing and evaluating an annual school plan, assuring its coordination with division-wide goals;
- Employs various processes for gathering, analyzing, and using data for decision-making;
- Identifies, analyzes, and resolves problems using effective problem-solving techniques;
- Provides service to the profession, the division, and the community;
- Contacts parents immediately, or as soon as reasonably possible, in the event of an accident serious illness, or other matter pertaining to the general welfare of the student as directed;
- Complies with and supports school and division regulations and policies;
- Takes all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;

- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the building principal in accordance with the school/system policies.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the elementary and/or secondary education and special education principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching and administration; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, parents, and community members.

EDUCATION AND/OR EXPERIENCE:

Candidate must be a graduate of an accredited college or university. Candidates must possess or be eligible for a Postgraduate Professional License with endorsement as a Principal or Administration/Supervision K-12.

PHYSICAL DEMANDS/REQUIREMENTS:

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.

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.