

Oxford SCHOOL DISTRICT



Job Description:	Assistant Principal	FLSA Status:	Exempt
Department:	Administrative	Code:	11-9032
Location:	Bramlett Elementary School	Reports to:	Principal
Position Type:	Full-time	Version:	

Description of Position: Responsible for providing assistance to the Principal in the administration of the total school program.

Essential Duties and Responsibilities

- Serve as administrative head of the school in the principal’s absence.
- Assist with the management and monitoring of student disciplinary problems, including parent conferences.
- Assist in coordinating the instructional program.
- Assist in the development of schedules, rules, regulations and procedures.
- Supervise pupil attendance, related records and reporting.
- Assist in staff evaluations including observations and lesson plans.
- Assist in managing building staff.
- Supervise special events and extra-curricular activities.
- Order, issue and account for textbooks.
- Request maintenance, repairs and supplies when needed.
- Maintain positive relationships with parents, parent groups, school volunteers and outside agencies.
- Assist in staff selection and staff development.
- Supervise care and upkeep of the school building and grounds.
- Perform other duties as assigned by the Principal.

Knowledge, Skills and Abilities

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Read, analyze and interpret journals, reports, government regulations, and other documents.
- Respond effectively to common inquiries or complaints from community or staff.
- Write reports, correspondence and procedure manuals.
- Present information and respond to questions from groups of parents, staff or the general public.
- Use basic math skills.
- Define problems, collect data, establish facts and draw valid conclusions.
- Apply knowledge of current research and theory.
- Utilize effective technology skills.
- Establish and maintain effective working relationships with students, staff and community.
- Perform duties with awareness of all district requirements and Board of Education policies.

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Qualifications and Education Requirements

Master's degree in education
 A valid Mississippi Educator's license with an endorsement in administration
 A minimum of five years of teaching experience preferred
 Meet necessary requirements as stipulated by the Board of Trustees

Reviewed By:	Brian Harvey	Date:	8/18/2016
Approved By:	Brian Harvey	Date:	8/18/2016
Last Updated By:	Brian Harvey	Date/Time:	8/18/2016

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.