

TITLE:
High School Assistant Principal

Locator Number 3.073

QUALIFICATIONS:

Certification by Tennessee Department of Education with proper endorsements, plus responsible experience in teaching and supervision or administration, or any equivalent combination of experience or training.

REPORTS TO:

Principal and Director of Schools

JOB GOAL:

To relieve the principal of each impediment that prevents him/her from fulfilling his/her chief responsibility of promoting the educational process and well-being of each student/staff member in the school; assists in the planning, organization, administration, and management of a high school; serves as an assistant principal for administration of an elementary school.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of principles and practices of modern public school education at all levels and the ability to apply them to the needs of the school district; knowledge of current secondary school curriculum and instructional practices; ability to plan, organize, and coordinate district educational goals at all levels; ability to work a flexible schedule in order to meet the demands of the job; ability to communicate clearly both orally and in writing with all factions of the school community; ability to develop effective working relationships with the entire school community; commitment to education reform; knowledge of the laws, regulations, and statutes that govern secondary education; knowledge of and commitment to education reform.

PERFORMANCE RESPONSIBILITIES:

- Assists the principal in the overall administration of the school; follows guidelines and directions of the principal.
- Serves as principal in the absence of the regular principal.
- Assists in developing and scheduling educational related activities at the building level.
- Assists principal in requisitioning supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials.
- Cooperates in the conducting of safety inspections and safety drill practice activities.
- Assists the principal in coordinating transportation, custodial, cafeteria, and other support services.
- Monitors the reporting of student attendance and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Assists the principal in evaluation of faculty and staff.
- Performs such record-keeping functions as the principal may direct.
- Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

TERMS OF EMPLOYMENT:

Eleven month (220 days) contract; salary to be established by the Board.

EVALUATION:

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

Date of Approval:

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____