



**Leaders in Learning
EMPLOYEE JOB DESCRIPTION**

Title: **Assistant Principal**

Qualifications: **Master's in Educational Leadership**

Reports To: **Principal**

Job Goal: Promote a positive learning environment through collaborative leadership, develop positive relationships with students, families, staff and the community, and provide assistance to the principal in the administration of the total school program.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Building Principal in the overall administration of the school.
2. Collaborates with the Building Principal to analyze student achievement and facilitate the school improvement process.
3. Maintains high standards of student conduct and enforces discipline according to District policies and the due process rights of students.
4. Maintains and regularly updates inventories of all educational materials, school equipment, furniture and materials.
5. Oversees and monitors the cleanliness, safety, security, administration, and use of the school facilities, properties and equipment for both academic and nonacademic purposes.
6. Attends school-sponsored, District-sponsored or related activities, functions and/or athletic events.
7. Supervises students before and after school, during student lunch periods and during other activities designated by the Building Principal.
8. Shares with the Building Principal responsibility for the attendance, health and safety of students, staff, equipment, materials and facilities.
9. Prepares reports, records, lists, and other administrative tasks assigned by the Building Principal.
10. Assists the Building Principal with the administration and coordination of student assessment programs.
11. Participates in the preparation of student schedules, per Building Principal's

direction.

12. Assists in safety inspections and safety drill practice activities.
13. Participates in the selection, assignment, supervision and evaluation of professional staff, educational support staff, contracted staff, coaches/sponsors and extracurricular activity sponsors assigned to the school.
14. Asserts leadership during emergency situations in accordance with established Board of Education policies, applicable statutes and administrative procedures.
15. Monitors the implementation and observance of Board policies and regulations by the school's staff and students.
16. Assists the Building Principal in the organization and administration of the public relations program for the school.
17. Cooperates with student services personnel to develop educational opportunities for students.
18. Promotes professional growth by informing staff of opportunities for development; by leading in-service training activities; by helping teachers integrate skills learned and assisting in classroom implementation; and through clinical supervision activities.
19. Assumes full administrative responsibilities in the absence of the Building Principal.
20. Complies with all contractual duties, Board of Education policies and administrative procedures; adheres to state and federal laws and regulations.
21. Attends meetings and serves on or leads committees and other school, District and community groups as required by position or building need.
22. Assumes responsibility for own professional development; for keeping current with the literature, new research findings, and improved techniques in specialized areas; and for attending appropriate professional meetings.
23. Uses current available technologies to enhance job productivity and communication with staff, parents and the community.
24. Takes all necessary and reasonable precautions to protect the health and safety of students, staff, equipment, materials and facilities.
25. Exhibits ethical behavior and integrity and maintains confidentiality for all school-related responsibilities.
26. Maintains a positive attitude toward job related growth and development.
27. Develops and maintains positive and active relations and effective communications with students, staff, parents, community members and community organizations.
28. Performs other duties as assigned by supervisor/s and Superintendent.

Additional: Middle School Only (May be Assigned to Activities Administrator, When Available)

- 30. Organizes and administers the overall program of extracurricular athletics.
- 31. Arranges transportation for athletic competitions.
- 32. Develops and places into operation appropriate rules and regulations governing the conduct of athletic activities.
- 33. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
- 34. Prepares and administers the athletic program budget, including requisition of supplies and equipment.
- 35. Arranges field and gym practice schedules and posts all schedules on the District's website calendar.
- 36. Trains and supervises coaches and club sponsors.

TERMS OF EMPLOYMENT: Salary and Fringe Benefit Package to be established by the Board of Education. 10.5-month employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administration.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____