



**DeKalb County**  
School District

# Assistant Principal

<b>Reports to:</b>	Principal	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	School-Based	<b>Structure/Grade:</b>	G - Schedule
<b>Division:</b>	School-Based	<b>Workdays:</b>	213
<b>Retirement:</b>	Teachers Retirement System		

## Position Summary

Directs and provides guidance to an educational institution. Provides leadership in the development and implementation of instructional programs and manages school operations. Develops departmental short-term and long-term goals, aligned with the organization's strategic direction and cultural approach, making decisions that impact organizational success over the mid to long term.

## Essential Job Duties

- Provides technical expertise to the department, working on complex issues requiring an in-depth knowledge of the functional area and industry trends.
- Provides administrative and supervisory support to the principal, manages instruction, and ensures compliance with program requirements.
- Enhances instructional strategies, and coordinates scheduling, testing, and discipline to support educational goals.
- Oversees school operations, including facilities management, event coordination, and adherence to state and district policies.
- Serves as a liaison between the school and parents to address concerns and strengthens community relationships.
- Conducts staff evaluations, offers professional development opportunities, and oversees performance management programs.
- Leads instructional leadership initiatives by planning school-wide projects that align with educational objectives.
- Monitors behavior and discipline systems to maintain a positive learning environment within the school setting.
- Collaborates with stakeholders to promote the educational mission while optimizing operational efficiency at the school.
- Anticipates factors that could impact strategic planning for various functional areas of the school's operations.
- May oversee the development of new methods and resolution of issues.
- May work with abstract ideas or situations.
- May represent the organization internally and externally.
- Performs other duties as assigned.



### Qualifications

- Master's degree in Education, Education Administration, or closely related area from a Professional Standards Commission approved accredited college or university required.
- Minimum three (3) years of classroom teaching, supervisory level education administration, or closely related experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership

### Knowledge, Skills, and Abilities

- Knowledge of strong pedagogical and andragogical knowledge, including social-emotional strategies and data-driven instructional methods
- Working knowledge of the functional area goals
- Knowledge of leadership principles and change management strategies
- Ability to provide technical expertise to the department
- Ability to provide strategic input on mid- and short-term plans to guide the direction of a department's responsibilities and align teams toward common goals
- Good analytical and problem-solving skills
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to interact with management in matters of significance, providing thought and pushback on ideas
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to plan, coordinate, and manage the work of others
- Effective oral, written, and interpersonal communication skills
- Ability to maintain confidentiality

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 11/6/2025*



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*Reviewed/Revised: 11/6/2025*