Durham Public Schools **Curriculum and Instruction**
Job Description **Assistant Principal**

JOB TITLE: Assistant Principal

REPORTS TO: Building Principal

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent; 11 months, Certified, Exempt

SUMMARY:

The assistant principal serves as a member of the administrative team to develop and implement the total school program. He/she will supervise as assigned by the principal.

RESPONSIBILITIES & DUTIES:

1. **Pre-Class Organization:**
   Assist to implement student orientation and registration activities.
2. **Planning the School Program:**
   Assist in the development and establishing of the schools goals and objectives and the planning of the schools instructional program.
3. **Implementing the School Program:**
   Assist to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
4. **Evaluating and Remediation the School Program:**
   Assist in the evaluation of the school program and of staff and assists to initiate needed improvements.
5. **Involving the Staff in Budget Allocations:**
   Involve the staff in setting budget priorities.
6. **Keeping Professionally Competent:**
   Upgrade own professional knowledge and skills.
7. **Coordinating Budgets and Schedules:**
   Assist in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.
8. **Handling Disciplinary Procedures:**
   Assist to define and disseminate information about school discipline policy and procedures to parents, students, staff, and community.
9. **Coordinating and Communicating the Schools Formal Structure:**
   Communicate and carry out established policies, delegate and accept responsibility for completion of tasks and communicates program goals, objectives, and policies to the community.

10. Coordinating School Services and Resources:
Assist in supervising and maintaining auxiliary service and use community resources to supplement the school program.

11. Facilitating Organizational Efficiency:
Promote and maintain open communications, positive student attitudes, respect dignity, worth of staff, students, and comply with established lines of authority.

12. Assisting in Record Keeping:
Assist in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment, and materials.

13. Attend all required trainings at school or the district level.

14. Utilize current technology to complete tasks.

15. Interact and answer questions professionally and appropriately with staff members, administration, parents, the public and district staff in person, email, and via telephone.

16. Perform other duties and responsibilities as assigned by supervisor.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Master's degree in Education Administration, 3 to 5 years of experience as a classroom teacher or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a teaching certificate from the State of North Carolina. Must possess a valid North Carolina driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to constantly monitor the safety and well-being of students.
2. Ability to motivate students.
3. Ability to maintain a clean and orderly environment.
4. Ability to perform general clerical duties.
5. Ability to maintain order and discipline in a classroom.
6. Ability to operate common office machines.
7. Ability to maintain basic files and records.
8. Ability to understand and follow oral and written instructions.
9. Ability to establish and maintain effective working relationships.

PHYSICAL REQUIREMENTS:

Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, and equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work, lifting boxes ups to 20 pounds.

DISCLAIMER:
The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature Date