

TITLE***ASSISTANT PRINCIPAL*****QUALIFICATIONS**

1. Minimum master's degree
2. Valid teacher's license with appropriate administrative endorsement
3. Meets health and physical requirements

JOB GOAL

To assist the principal in providing schoolwide leadership and perform administrative and supervisory duties as assigned by the principal

ESSENTIAL FUNCTIONS

1. Assists the principal in the overall administration of the school
2. Serves as principal in the absence of the regular principal
3. Proposes schedules of classes and extracurricular activities
4. Supervises the preparation of student schedules
5. Works with department heads and faculty in compiling annual budget requests
6. Requisitions supplies, textbooks, and equipment and conducts inventories, maintains records, and checks on receipts for such materials
7. Assists in the conducting of safety inspections and safety drill practice activities
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services
9. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigative follow-up actions
10. Assists in maintaining discipline throughout the student body and deals with special cases as necessary
11. Administers the student insurance program
12. Performs such record keeping functions as the principal may direct
13. Supervises teachers and departments as assigned by the principal
14. Performs other duties as assigned

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

1. Pushing
2. Pulling
3. Climbing
4. Stooping
5. Kneeling
6. Reaching
7. Talking
8. Hearing
9. Seeing

TEMPERAMENT (Personal traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria
4. Adaptability to dealing with people beyond giving and receiving instruction

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence:* Ability to understand instructions and underlying principles; ability to reason and make judgments
2. *Verbal:* Ability to understand meanings of words and ideas associated with them
3. *Numerical:* Ability to perform arithmetic operations quickly and accurately
4. *Manual Dexterity:* Ability to move the fingers and manipulate small objects with the fingers rapidly and accurately

WORK CONDITIONS

Normal working environment

TERMS OF EMPLOYMENT

1. Elementary and middle school, 210-day contract
High school, 240-day contract
2. Respective assistant principal salary scale

IMMEDIATE SUPERVISOR

Principal

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Adopted 07/01/93