

LEXINGTON COUNTY SCHOOL DISTRICT THREE
Job Description

Title: Assistant Principal - Primary/Elementary School

Qualifications:

Requires a Master's degree in education with administrative certification supplemented by a range of three-five years of proven effective teaching experience at the primary or elementary level, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must possess a valid teacher certification from the SC State Board of Education and appropriate administrative certification. This person must have a valid South Carolina driver's license.

Duties and Responsibilities:

1. Schedules students into appropriate classes.
2. Provides leadership in planning, implementing, and evaluating the instructional program.
3. Analyzes curricular needs and designs appropriate instructional programs.
4. Works with teachers individually and in groups to improve curriculum planning and program continuity.
5. Plans staff development programs for all instructional personnel.
6. Coordinates the school testing program with the district test coordinator.
7. Coordinates placement of students in special programs with district office personnel.
8. Evaluates the continuing contract faculty with the teacher evaluation instrument.
9. Assists in the evaluation of induction and annual teachers.
10. Assists in the evaluation of para-professional personnel.
11. Analyzes and purchases instructional materials.
12. Assists in preparing the school budget.
13. Coordinates and procures faculty and staff substitutes.
14. Serves as school liaison to the district in regard to the school's instructional and personnel needs.
15. Coordinates, writes, and submits required school, district, state and federal reports.
16. Provides information to faculty, staff and district personnel as needed.
17. Supervises, schedules and evaluates the school's academic assistance plans/programs.
18. Handles the discipline of students.
19. Maintains and issues textbooks.
20. Performs all special assignments as requested.
21. Assumes full responsibility for total school management as needed.
22. Performs all other duties as assigned by the principal.

Essential Functions:

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of an Assistant Principal include: reading, writing, hearing and speaking effectively, analyzing data, occasionally lifting/moving items weighing up to 25 pounds.

The job of Assistant Principal involves adapting to a changing educational environment and therefore, while accurate, is not exhaustive.

Period of Employment: 220 Days

Immediate Supervisor: School Principal