



Assistant Principal

QUALIFICATIONS:

1. Bachelor's and Master's Degree from an accredited college or university, preferably in School Administration.
2. Extensive successful teaching experience, preferably in more than one grade level.
3. Successful experience as an administrator, preferred.

REPORTS TO: Principal

JOB GOAL: To assist the Principal in providing leadership and supervision in administering the educational program of a school in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assists in the development and administration of school programs consistent with school district goals and objectives.
2. Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
3. Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
4. Prepares class schedules, master schedules, extracurricular activities.
5. Assists in ensuring that Board policies and procedures are implemented and followed at the school.
6. Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
7. Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
8. Supervises departments as assigned.
9. Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
10. Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.



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11. Assists in the recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
12. Involves staff in the evaluation of programs and the planning of new programs.
13. Encourages parental involvement in students' education and ensures effective communication with students and parents.
14. Ensures that student conduct and attendance conforms with the school's standards and school district policies.
15. Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
16. Assists in the budgetary and financial affairs of the school consistent with school district policies.
17. Administers standardized tests in accordance with District testing programs and policies.
18. Demonstrates prompt and regular attendance.
19. Supports the Meridian Public School District Mission, Vision, and Strategic Plan
20. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary based on the administrative pay schedule reporting 220 days per year.

EVALUATION: Annually