



Assistant Principal/ Assistant Director of Alternative Education

QUALIFICATIONS:

1. Mississippi certificate in Educational Administration and Supervision.
2. Master's degree in Educational Administration and Supervision; Doctorate degree preferred.
3. Three to five years of successful teaching experience.

SUPERVISES: Assigned by the Principal or Director

REPORTS TO: Building Principal or Director

JOB GOAL: To assist the Principal or Director in implementing the functions outlined in the job description of the Principal or Director to provide effective educational programs and experiences for students enrolled in the school, and to attain related goals and objectives of the school district as set by the Board of Trustees. To support a learning environment that is conducive to school achievement and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers building affairs in the absence of the building administrator.
2. Assists in establishing and maintaining positive community relations.
3. Assists in integrating school improvement initiatives and ongoing professional learning.
4. Assists in resolution of problems and conflicts as they arise between teachers, students, and parents.
5. Assists in the administration of the curriculum, goals and objectives of the school and district, Board of Education policies, and state and federal regulations.
6. Assists in the evaluation of instructional and non-instructional staff members.
7. Assists in the recruitment of faculty and staff.
8. Conducts staff meetings and professional development sessions as directed.
9. Coordinate, support, participate, and attend school/parent activities (before, during, and after school).
10. Establishes and maintains proper contact with parents (including home visits).
11. Observes classroom instruction and provides constructive feedback to individual teachers.
12. Patrols campus and supervises students.
13. Plans, organizes, and directs school activities.
14. Keeps the Principal or Director informed of the school's activities and problems.
15. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration .
16. Interprets and enforces district policies and administrative regulations.
17. Maintains positive active relationships with students and parents.
18. Assumes responsibility for personal professional growth and development through memberships and participation in the affairs of professional



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organizations; through attendance at regional, state and national meetings; through enrollment in advanced courses and the like.

19. Plans and supervises fire drills and emergency preparedness programs.
20. Serves as a member of such committees and attends such meetings as directed by the Superintendent, Principal or Director.
21. Maintains high standards of student conduct and enforces discipline as necessary, affording due process to the students.
22. Demonstrates prompt and regular attendance.
23. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.
24. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Salary is based on administrative pay scale at 220 days per year.

EVALUATION: Annually