

OWEN COUNTY SCHOOLS

JOB DESCRIPTION: ASSISTANT PRINCIPAL
JOB CLASS CODE: 1020

Qualifications:

- (1) Master's Degree
- (2) Certification in Instructional Leadership, Principalship K-12, by Kentucky Department of Education
- (3) Three (3) years of successful teaching experience

Reports to: Principal

Job Goal: To assist the building Principal in the performance of the various leadership responsibilities, which are attendant to the successful administration of the school unit. The specific duties which are assigned by the Principal and the decision-making authority related to such assignments are as established in the working relationship between the Principal and Assistant Principal.

Responsibilities:

A. Professional Growth

The school Assistant Principal shall:

1. Participate in professional growth activities and complete a professional growth plan annually.
2. Attend professional conferences and workshops related to overall school-level leadership skills and programs.

B. Board Relations/Administration

The school Assistant Principal shall support the school principal as directed in these areas:

1. Assist the school principal in defining the schools' mission and communicating goals and expectations of the total school program.
2. Adhere to, and comply with, all Owen County District policies, regulations, and operating procedures and interpret them to staff, students, and parents/guardians.
3. Recommend appropriate policy and/or rule additions, modifications or deletions to the school principal and superintendent as related to his/her areas of responsibility.
4. Promote and maintain a system of annual goal setting for individual staff members, departments/grades, and committee teams/professional learning communities and for total building staff/students. Participate in the development and evaluation of short and long-term goals for the school/district.
5. Establish and maintain an effective, positive and productive learning climate in the school through the development of administration of recognition programs, handbooks and codes of conduct and the consistent enforcement of rules, regulations, and student and staff expectations.
6. Supervise the preparation and submission of appropriate records, reports, lists, schedules, etc, as necessary and/or required by the Owen County District Office, state and federal laws or regulations.
7. Maintain regular communication with the school principal and make recommendations to the principal related to his/her areas of responsibility and other matters as deemed appropriate.

C. Curriculum, Instruction, and Student Achievement

The school Assistant Principal shall support the school principal as directed in these areas:

1. Develop, implement and continually review/improve the school curricular programs and student achievement in accordance with Owen County District needs, policies and resources.
2. Assist, as appropriate, in Owen County District-wide curriculum planning and development.
3. Serve as district LEA as delegated; communicating rules, regulations and procedures regarding students with disabilities to staff and parents/guardians; screening chairing individualized educational program (IEP) team meetings, as directed.

D. Students

The school Assistant Principal shall support the school principal as directed in these areas:

1. Attendance, academic progress, conduct, health and safety of school students.
2. Confer with and coordinate students, parents/guardians and/or local support teams on matters of student progress, social adjustment, attendance, conduct or other special areas observed as requiring intervention, support and assistance.
3. Develop, supervise, and manage the maintenance of accurate student progress and behavioral records in accordance with state and federal laws and regulations and Owen County District Policies.
4. Interpret and enforce Student Handbook and Site-Based Decision Making Council Code of Conduct and make recommendations as needed for additions, modifications or deletion.

E. Athletics/Extracurricular Activities

The school Assistant Principal shall support the school principal as directed in these areas:

1. Confer with school Athletic Director to promote, plan, administer, supervise and evaluate programs involving student athletics/extracurricular activities.
2. Confer with school Athletic Director to prepare, oversee, and organize schedules, facility use and practice times.
3. Confer with school Athletic Director to prepare for, organize and oversee home contests including event set-up and readiness, employment of game officials, meet manager, times, scorers, crowd control and other personnel as needed.
4. Confer with school Athletic Director to schedule transportation for out of district athletic events.
5. Confer with school Athletic Director to maintain student academic/eligibility records.
6. Confer with school Athletic Director for procurement, care, maintenance, and inventory of athletic equipment and supplies, including overseeing staff issuance of equipment and uniforms.
7. Confer with school Athletic Director to prepare and administer athletic budget with assistance from staff and school finance officer.
8. Confer with school Athletic Director to plan and coordinate code of conduct meetings, pep rallies, award programs, recognition programs, and any other activities related to athletics/extracurricular activities.
9. As needed, attend athletic related meetings, conferences and workshops to represent the Owen County District and/or to enhance professional development and Owen County Schools Athletic/Extra-curricular programs.
10. Supervise and manage student activity accounts in accordance with approved accounting procedures and Owen County District Policies.

F. Fiscal Management/Auxiliary Services

The school Assistance Principal shall support the school principal as directed in these areas:

1. Provide for building safety and emergency procedures and drills in accordance with Owen County District policies, state laws and local ordinances.

2. In collaboration with the Building and Grounds Manager, oversee the management, cleanliness, maintenance, and improvement of school physical facilities and equipment.
3. Supervise the scheduling and use of the school facilities for all purposes other than the daily academic schedule.
4. In cooperation with the Director of Transportation, administer the school transportation program. Provide assistance in the coordinate of needs and schedules for regular, extracurricular and special transportation (including field trips and transportation for students with disabilities)
5. Assist in the evaluation, selection, utilization and inventory of capital equipment and educational materials and supplies.

G. Personnel Management

The school Assistant Principal shall support the school principal as directed in these areas:

1. Recruitment, screening, selection, assignment, orientation, evaluation and/or discipline of school certified and classified staff.
2. Assist as directed in the hiring process for other district employees.
3. Observe, supervise, evaluate and consult with certified and/or classified staff to promote improved productivity and effectiveness as related to their assigned duties/responsibilities.
4. In collaboration with District Personnel, plan implement, coordinate and/or conduct staff development programs.
5. Schedule duty assignments necessary to provide adequate student supervision during the school day and while students are participating in school-sponsored activities.
6. Plan and conduct meetings of the staff as necessary for facilitating the proper functioning and operation of the schools.

H. Other

The school Assistant Principal shall:

1. Plan an active role in promoting, developing and maintaining an active and positive public relations and communications program within the school, between school and home and between school and community.
2. Represent the school and/or district as directed as in selected school, conference and other school related functions.
3. Maintain confidentiality of information regarding employees, individual students and their families.
4. Maintain acceptable personal attendance without repeated unexcused absences, tardiness, absences without notification, or abuse of sick leave.
5. Perform such other tasks and assume such other responsibilities as may, from time to time, be assigned by the supervisor.

TERMS OF EMPLOYMENT: Hourly rate and number of hours and days per year set annually by the Board of Education

EVALUATION: Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Personnel.

Reviewed by (printed name of employee): _____

Signature of Employee: _____

Date: _____