

**PASS CHRISTIAN PUBLIC SCHOOL DISTRICT**

**ASSISTANT PRINCIPAL  
(Elementary K-5)**

**MSIS Course/Work Code(s):**

601002 - Principal - Assistant - Assists the Principal with the administrative duties in a school.

Required Endorsement(s): 480, 486-488, 490,491,494

**QUALIFICATIONS:**

1. As set by state certification authorities.
2. As set by local school board.
3. Such other qualifications of academic professional and personal excellence as the Board may specify.

**REPORTS TO:**

Principal

**JOB GOAL:**

To assist the Principal in directing the school's operation and to be in charge of the school's operation when the Principal is absent.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular Principal.
3. Supervises the preparation of student schedules.
4. Assists in safety inspections and safety drill practice activities
5. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
6. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.

7. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objects.
8. Performs such record-keeping functions as the Principal may direct.
9. Supervises teachers and departments as assigned by the Principal.
10. Teaches classes on an as needed basis using the course of study adopted by the Board of Education and other appropriate learning activities.
11. Performs such other tasks and assumes such other responsibilities as the Principal may from time to time assign.

**TERMS OF EMPLOYMENT:**

Salary and contract to be determined by the Board of Trustees.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of Board policy on evaluation of administrative personnel.

**APPROVED BY:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**REVIEWED AND AGREED TO BY:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**REVISED APRIL 2013**