

# Assistant Principal Job Description



<b>Job title:</b>	<b>Assistant Principal</b>
<b>Reports to:</b>	School principal
<b>Receives guidance from:</b>	School principal, school district directors and support staff, assistant superintendents, and superintendent
<b>Supervises:</b>	Certified and non-certified staff and students on assigned campus
<b>Overtime status:</b>	Compliant with position, salary and FLSA regulations

## **Job purpose:**

In keeping a tradition of excellence, this position is responsible for assisting the school principal in providing school-wide leadership, maintaining the daily operations of the school in the absence of the school principal, and learning and growing professionally to lead a school in the future; To help ensure the safety and security of the students and staff; To help place students and teachers in a position to succeed in the classroom and in other activities.

## **Duties and responsibilities:**

- Assist the school principal in the overall administration of the school
- Assist the school principal in the development and administration of school programs consistent with school district goals, vision, mission, curriculum, and school board and state policies
- Hold and maintain high expectations for instructional best practices, student achievement, behavior, and accountability
- Serve as principal in the absence of the school principal
- Assist the school principal in implementing a schoolwide vision that is adopted and embraced by the school and community
- Assist the school principal by working with the leadership team to implement effective instructional strategies to achieve the vision
- Assist the school principal in making decisions aligned to and in support of the vision
- Work with school staff to support students' social, intellectual, and emotional development
- Respect and value each student in the school and foster strong connections among students and adults

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- Ensure the school environment is safe, secure, and clean; all basic facilities are in working order
- Conduct routine safety drills and professional development and maintain records in keeping with Mississippi Department of Education and RCSD guidelines
- Assist the school principal in leading staff in the development and implementation of lesson and unit plans aligned to MS state standards, curricula, and assessments and the revisions to lesson and unit plans based on student outcomes
- Assist the school principal in supporting staff in implementing a variety of rigorous instructional strategies and pedagogical methods that meet students' needs and drive students' learning and supporting staff in effectively adapting instructional practices to ensure that all students master content
- Assist the school principal in consistently monitoring and collecting data to inform continuous improvement and using multiple sources of data to evaluate instruction, identify student outcome trends, prioritize needs, and inform continuous improvement and facilitating and supporting staff in monitoring progress toward student learning goals
- Assist the school principal in leading staff in analyzing disaggregated, student specific data to determine appropriate differentiation and academic intervention and in using data to make updates to the intervention plans for students or subgroups not making progress
- Assist the school principal in providing ongoing, timely, and individualized actionable feedback to staff based on evidence collected from routine/daily observations
- Assist the school principal in facilitating or providing effective professional learning opportunities and coaching and providing differentiated professional learning to meet staff members' growth needs
- Assist school principal in scheduling peer observation opportunities for staff
- Assist school principal in creating an effective leadership team, focusing on student learning
- Assist school principal in developing, implementing, and modifying a school strategic plan that identifies milestones and includes effective strategies for implementing rigorous classroom content and effective instructional practices to support students in achieving learning targets and utilizing progress monitoring results to improve activities to ensure continual improvement
- Maintain a daily schedule to address instructional leadership priorities supporting ongoing development of teacher quality, effective staff collaboration, data analysis, and other schoolwide and district priorities
- Proactively seek feedback, self-reflect, and adapt own leadership practice, engage in learning opportunities, and accept personal responsibility for mistakes and uses them as learning opportunities
- Take initiative and remain solutions-oriented at all times, moving school work forward

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- React to difficult moments or feedback with calm and positive ways
- Assist school principal in identifying struggling or ineffective staff members, providing accurate feedback, support, coaching, and documenting evidence of substandard performance, and implementing growth plan(s)
- Be knowledgeable of and enforce State and District codes, policies and laws, and administer District and school site discipline policies and programs
- Assist the school principal in conducting activities with feeder schools to develop and direct recruitment orientation programs for new students
- Assist the school principal in preparing and writing correspondence, bulletins, and other communications on behalf of the school and publicity for special events and achievements as appropriate
- Assist the school principal in ensuring the health, safety and welfare of students; oversee staff and student attendance, behavior management, counseling, guidance and other support services
- Coordinate the maintenance operations of the school site
- Propose schedule of classes and extracurricular activities
- Supervise the preparation of student schedules
- Work with department heads and faculty in compiling annual budget requests
- Work with department heads and faculty in assessing and complying with curriculum
- Requisition supplies, textbooks, and equipment; conduct inventories; maintain records; and check on receipt of such material
- Assist in safety inspections and safety drill practice activities
- Assume responsibility for coordinating transportation, custodial, cafeteria, and other support services
- Supervise the reporting and monitoring of student attendance, and work with the attendance supervisor for investigative follow-up action
- Assist in maintaining discipline throughout the student body, and deal with special cases on an individual basis
- Serve alongside parent groups, faculty, and student groups in advancing educational and related activities and objectives
- Administer the student insurance program
- Perform such record-keeping functions as the principal may direct
- Supervise teachers and departments as assigned by the principal
- Supervise and assist the attendance supervisor with residency
- Supervise extra-curricular activities
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo periodic evaluations according to state and board policy procedures
- Maintain confidentiality
- Regular, dependable, in person attendance is an essential function of this position
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, administrator, director or established by district policy

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## Qualifications:

- **Education Level:** Master's Degree in Education or related field
- **Certification:** MS Department of Education's Administration Endorsement code
- **Other Requirements:** Minimum five (5) years classroom experience with proven track record of student growth and achievement

## Terms of Employment:

Salary, days and work year as established by the Rankin County Board of Education

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is not a standard office setting; but rather encompasses the entire active school campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

## Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Educators.

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(employee)

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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(supervisor)