



Rockdale County Public Schools Employee Job Description

TITLE: Assistant Principal for High School

Job Information:

Division:	Specific School	Job Code:	615
Department / Office:	School Based	Pay Grade:	AHAP
Terms of Employment:	Position works 230 Days	Salary Scale:	Admin
Original Adoption Date:		Revised Date:	July 19, 2019
FLSA:	Non-Exempt	Location:	School Based
Retirement:	TRS		

REPORTS TO: Principal

SUPERVISES:

JOB GOAL:

To provide leadership to the school staff in various curriculum areas and to assist the staff in providing a program, as designated by the Rockdale County Public Schools, to allow the needs of each student to be met to the maximum extent possible.

JOB QUALIFICATIONS / REQUIREMENTS:

- Master's degree in Education; T-5 certificate covering appropriate grades; minimum of L-5 certification in appropriate field of supervision.
- Minimum of five (5) years successful school experience as a teacher or in an instruction leadership role.
- Ability to relate well to parents, teachers, students, and peers.
- Physical demands – position requires standing, sitting, and walking. Lifting, carrying, pushing or pulling will not normally exceed thirty (30) pounds, and will normally be in the area of ten (10) pounds

JOB DUTIES:

- Is present at work every day and arrives at assigned time.
- Demonstrates an attitude and demeanor that contributes to an atmosphere of harmony and goodwill in the workplace.
- Interacts in a professional manner with students, staff, and school/district leaders

- Implements the school’s curriculum and evaluates implementation.
- Disseminates and interprets all standardized test results. Uses results to improve instruction.
- Assists with student activities program, student safety, and security.
- Evaluates staff, conferences on strengths and weaknesses, and provides support when needed.
- Sets expectations for staff performance.
- Plans for staff development, using staff evaluations as a guide.
- Assists teachers with improvement of classroom management techniques.
- Assists with staff selection.
- Serves as administrator in charge in absence of principal.
- Conducts parent conferences; attends meetings with parents, citizens, and civic groups.
- Obtains and observes substitute teachers.
- Participates in budget proposal development.
- Assists in the preparation of school calendar; schedules school events.
- Participates in facility and professional meetings, educational conferences, and staff development opportunities.
- Complies with all requirements for mandatory reporting of child abuse, illegal harassment, or any criminal activity for which the employee becomes aware.
- Performs other duties as assigned by Principal.

EVALUATION: Performance in this position is evaluated in accordance with the personnel policy on certified evaluations.

I have read and understand my job description and duties that I must perform in this job.

Employee Signature: _____

Date: _____

Evaluation Pairing: Yes