

**STARKVILLE SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: _____ Assistant Principal _____

REPORTS TO: _____ Principal _____

SPECIFIC JOB RESPONSIBILITIES:

1. Assists the principal as directed in providing leadership for the planning and management of the total instructional program.
2. Responsible for the supervision and evaluation of personnel as directed by the principal.
3. Assists the principal as directed in guiding and supporting teachers in classroom organization and management, grouping of students, daily lesson plans, effective use of curriculum maps and teaching materials.
4. Supervises the maintenance of the physical facilities and directs the work of the custodians assigned to the building as directed by the principal.
5. Follows appropriate state and federal regulations, board policies, administrative directives, state and Southern Association accreditation standards.
6. Leads/participates in the school leadership team, New Teacher SUPPORT group, and the Three-Tier Teacher Support Team as directed by the principal.
7. Ensures that teachers have an ongoing communication system with parents and sets expectations for scheduling of parent teacher conferences.
8. Promotes and effectively communicates the mission and beliefs of the Starkville School District and the school.
9. Builds an effective working relationship with the principal, students, school personnel, parents, and the community.
10. Manages and maintains appropriate student, school, and fiscal records as required by state and district policy as directed by the principal.
11. Confers with students, teachers, and parents relative to discipline and attendance matters.
12. Assists in the security and coordination for state and district testing programs as directed by the principal.
13. Assists in the development and management of a comprehensive program of student services and extra-curricular activities as determined by the needs of the students in the individual schools as directed by the principal.
14. Performs other duties as assigned by the principal.

MINIMUM QUALIFICATIONS:

1. Must have a valid Mississippi license with endorsement in Administration (486).

DESIRABLE QUALIFICATIONS:

Approved by Board of Trustees: _____ June 15, 2006 _____

Signature _____ Date _____

Print Name _____