

TITLE

Assistant Principal

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement.
- Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

JOB GOAL

To assist the principal in providing school-wide leadership and perform administrative and supervisory duties as assigned by the principal.

ESSENTIAL FUNCTIONS

- Assists the principal in the overall administration of the school.
- Serves as principal in the absence of the regular principal.
- Proposes schedules of classes and extracurricular activities.
- Supervises the preparation of student schedules.
- Works with department heads and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and checks on receipts for such materials.
- Assists in the conducting of safety inspections and safety drill practice activities.
- Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
- Administers the student insurance program.
- Performs such record-keeping functions as the principal may direct.
- Supervises teachers and departments as assigned by the principal.
- Performs such other tasks and assumes other responsibilities as the principal may from time to time direct.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking

- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people beyond giving and receiving instruction.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Manual Dexterity:* Ability to move the hands and fingers easily.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENT

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Assistant Principal