Wilkes County Schools

ASSISTANT PRINCIPAL

NATURE OF WORK

Under the direction of the principal, serves as an educational leader and assist the principal in the planning, coordination, and directing of activities and programs related to the administration of one or more schools.

DUTIES AND RESPONSIBILITIES

Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities; interprets and implements the District approved curriculum program in light of individual school needs.

Assists in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.

Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.

Assists in the supervision of student enrollment, records, attendance, and health requirements.

Develops plans for emergency situations, in cooperation with staff and public safety agencies.

Maintains a commitment to ongoing growth in self and others, supporting and participating in district and site professional growth programs.

Relates to students with mutual respect while carrying out a positive and effective discipline policy.

Supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary.

Has knowledge of local policies, state and federal laws relating to minors.

Performs other related duties as needed.
MINIMUM TRAINING AND EXPERIENCE

Master’s degree or higher with successful teaching experience. Must be NC Licensed in administration.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formants.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Completes random moment in time studies as required by MAC program guidelines.

KNOWLEDGE, SKILLS AND ABILITIES

Assists to implement student orientation and registration activities.

Assists in the development and establishing of the schools goals and objectives and the planning of the schools instructional program.
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Assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.

Assists in the evaluation of the school program and of staff and assists to initiate needed improvements.

Involves the staff in setting budget priorities.

Acts to upgrade own professional knowledge and skills.

Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.

Assists to define and disseminate information about school discipline policy and procedures to parents, students, staff and community.

Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.

Assists in supervising and maintaining auxiliary service and uses community resources to supplement the school program.

Promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students and complies with established lines of authority.

Assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

REPORTS TO: Principal

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to fulfill the requirements of this job.