

**Job Title:** Assistant Principal  
**Department:** Student Services  
**Reports to:** Principal  
**Classification:** Exempt / Certified Staff  
**Employment:** 214 Days / Contract  
**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of administration personnel.

### **SUMMARY**

The Assistant Principal's primary job responsibility is the supervision, discipline, and monitoring of students. The Assistant Principal, under the direction of the Principal, implements and enforces school board policies, administrative rules and regulations. In the absence of the Principal, the Assistant Principal shall assume the duties and responsibilities of the Principal. The Assistant Principal will work cooperatively with the administration team, and support district-wide goals and initiatives.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Supervises the preparation of student schedules.
5. Works with department heads and faculty in compiling the annual budget requests.
6. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
7. Assists in the conducting of safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
9. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Administers the student insurance program.
13. Performs such record-keeping functions as the principal may direct.
14. Supervises teachers and departments as assigned by the principal.
15. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
16. Maintains the confidential nature of all school-related matters.

17. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

## **SUPERVISORY DUTIES**

Staff members as designated by the principal.

Supervise students at all times.

## **QUALIFICATIONS**

### **Background Checks**

Clearance on all background checks required by law that is satisfactory to the Administration.

### **Education/Experience**

A minimum of a Master's Degree in Educational Administration and at least two years of successful teaching experience is required.

Such alternatives to the qualifications as the board of education may find appropriate and acceptable.

### **Certificates, Licenses, Registrations**

Must hold a valid Missouri Teaching Certificate.

## **SKILLS AND ABILITIES**

### **Language**

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately.

Be able to make effective presentations to the staff, Board and community.

### **Computation**

Ability to do basic mathematical calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

### **Reasoning**

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

### **Technology**

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

## **Other Skills and Abilities**

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff, administration and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Physical Requirements**

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must be able to move around the classroom. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee may be expected to help students with their mobility needs.

### **Travel**

This individual must be able to travel between district facilities. The position requires a moderate amount of travel out of the district. May also travel to events or conferences both in state and out of state.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

## **CONDITIONS AND ENVIRONMENT**

*The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as supervising recess and/or outdoor classroom activities and loading and unloading students from district transportation.

*As a political subdivision, employer; recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employee.*