

FAYETTE COUNTY PUBLIC SCHOOLS

Assistant Principal Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School	FLSA STATUS:	Exempt
REPORTS TO:	Principal	WORK CALENDAR:	210 Days
SALARY:	HS - D008 MS - D009 ES - D010	APPROVED (Board):	August 2007
		REVISED:	November 2024; September 2022; June 2022; October 2021; February 2018

SUMMARY: Use leadership, supervisory and administrative skills to assist the principal in promoting the educational development of each student; support the principal's efforts to provide administrative, instructional and professional leadership to faculty and staff members; assist the principal with the administration of all components of an effective school operation.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Provide administrative and supervisory support to the principal and assume responsibility in the absence of the principal
3. Keep the principal apprised of activities, situations, and developments that effect the school operation
4. Assist with establishing and maintaining a school culture of high academic expectations, positive behavior, and safety for all stakeholders
5. Gather and analyze a variety of data to use in planning and decision making
6. Demonstrate accurate knowledge of curriculum; assist with initiating, designing and implementing programs to enhance student learning and teacher effectiveness to meet specific needs of the school
7. Assist with planning, implementation, and coordination of curriculum and all instructional programs and non-instructional programs
8. Maintain high standards of student conduct and enforce discipline
9. Assist in the selection, induction, supervision and evaluation of all school personnel
10. Perform administrative roles such as testing coordinator, MTSS coordinator, registrar, athletic director, etc. as assigned by principal
11. Assist in providing and or developing appropriate school-wide professional learning based on student and staff needs
12. Communicate professionally and effectively with students, parents, staff, community and central office personnel
13. Ability to be present at the physical worksite
14. Must be able to properly and consistently supervise students, particularly during emergency situations
15. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Master's degree from a Professional Standards Commission approved accredited college or university in an educational field
Hold or be eligible for a valid Professional Standards Commission approved certificate in educational leadership
Proficiency in use of generally recognized administrative/management computer applications
Experience in a leadership role at the building level (e.g. team leader, counselor, administrator)
Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Minimum of five (5) years' experience as a classroom teacher

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.