

MARION COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Assistant Principal

QUALIFICATIONS:

1. Certification as set by state certification authorities
2. Minimum of one year of experience in public school administration
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal

SUPERVISES: All personnel serving in assigned school within responsibilities assigned by the building principal

TERM OF EMPLOYMENT: 220 Days

ESSENTIAL DUTIES:

A. Administration

1. Assumes the duties of the principal during the principal's absence
2. Demonstrates an understanding of the school budget process
3. Accurately prepares assigned school, district, and state reports
4. Supervises and evaluates personnel
5. Conducts Emergency Preparedness drills
6. Provides input for the staffing of the school
7. Provides input for school schedule (daily, monthly, yearly).
8. Prepares staff handbook
9. Prepares student handbook
10. Assists with acquiring/supervising substitute teachers
11. Performs such other tasks and assumes such other responsibilities as may be assigned by the principal.

B. Instruction

1. Assists teachers in the application of effective teaching and learning principles.
2. Assists in planning and implementing staff development
3. Assists in providing instructional materials
4. Assists in promoting and recognizing student achievement
5. Procures, distributes, and maintains records of textbooks in a timely manner
6. Assists in curriculum management (alignment, reports, development)
7. Observes in classrooms and provides appropriate feedback to teachers and principal
8. Monitors student performance
9. Assists in implementing state standards and testing programs
10. Provides input for student placement
11. Participates in SIT and individual student placement meetings
12. Assists with planning and supervising summer school
13. Exhibits accountability for student performance

C. Leadership

1. Conducts faculty meetings
 2. Involves staff in decision-making
 3. Assumes grade-level/departmental supervisory responsibilities
 4. Monitors staff attendance
 5. Assists with PTO activities/meetings
 6. Assists with SIC activities/meetings
- D. Positive School Climate
1. Develops rapport with students, parents, staff
 2. Communicates school's mission statement and objectives
 3. Monitors student attendance
 4. Implements the District Code of Conduct
 5. Monitors maintenance of facilities and grounds
 6. Maintains student discipline records in a timely, accurate manner
 7. Assists with school publications (k. e., yearbook and/or newsletter)
- E. Communication
1. Uses vocabulary at appropriate level of understanding
 2. Makes errors infrequently in written communication
 3. Makes errors infrequently in oral communication
 4. Avoids use of sarcasm or non-constructive criticism
- F. Professional Obligations
1. Adheres to contract obligations, school board policies, administrative procedures, and school rules not otherwise addressed in this instrument
 2. Is punctual for assigned responsibilities with no pattern of tardiness
 3. Is absent an average of five days or less per semester since the last evaluation or since employment for administrators new to the district
 4. Adheres to district attendance policies and school absence procedures
 5. Requests infrequently to leave during the workday for non-school matters
 6. Respects the confidential nature of matters relating to pupils, parents, and school personnel
 7. Maintains positive and productive interactions with and among students
 8. Performs assigned supervisory and extracurricular duties
 9. Presents a professional image in appearance, manner, and speech
 10. Initiates constructive communication with parents and others in a professional manner
 11. Supports extracurricular activities
- G. Professional Relationships
1. Interacts positively with colleagues, agencies, businesses, and community groups that promote the well-being of students
 2. Cooperates with the school and district administrators
 3. Participates cooperatively in school and community activities, meetings, and assignments
 4. Willingly accepts fair and constructive criticism
 5. Collaborates with teachers to plan and provide appropriate learning experiences
 6. Establishes cooperative, productive, and courteous relationships with all school staff
- H. Record Keeping
1. Submits reports in accordance with established procedures accurately, legibly, and on time (includes crime report, Character Ed surveys, and other district and state required reports)
 2. Maintains ongoing records in accordance with established procedures accurately, legibly and currently
 3. Assures the maintenance of receipt books and all other budget records in accordance with established procedures accurately, legibly, and currently
- I. Professional Growth

1. Continues professional growth
2. Attends professional development sessions and scheduled school and district meetings that support the district strategic plan and/or school renewal plan

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Administrative Personnel