



Job Description

Title:	Assistant Principal
Qualifications:	<ul style="list-style-type: none">• Master's degree or higher in Education Administration with a minimum of three years of successful, full-time, lead teaching experience required. Minimum of five (5) years of professional related experience, including three (3) years of school based or district administrative and supervisory experience or any combination thereof that provides the required knowledge, skills, and abilities.• Must possess a valid school principal certificate and other certifications as designated.
Reports To:	Principal
Terms:	210, 220, 240 days
Pay Scale:	Assistant Principal
Status:	Exempt

Essential Responsibilities:

- Serves as principal in the absence of the regular principal.
- Assists with the scheduling of classes.
- Assists with extracurricular activities.
- Supervises the preparation of student schedules.
- Works with department heads and faculty in compiling the annual budget request.
- Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
- Cooperates 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 supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Performs such record-keeping functions as the principal may direct.
- Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
- Assists the principal in establishing and maintaining an effective learning climate in the school.

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- Makes recommendations concerning the school's administration and instruction.
- Works with various members of the central administrative staff on school problems such as transportation and special services.
- Interprets and enforces district policies and administrative regulations.
- Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal or assistant principal.
- Uses Technology effectively.

Additional Duties:

Performs other related tasks as assigned by the Superintendent or other district office administrators as designated by the Superintendent.

Work Place Expectations:

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and function of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

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Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Sit, stand and walk for required periods of time.
2. Speak and hear.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
4. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EEO Statement:

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Employee's Acknowledgement Statement:

1. I have reviewed the above position description and understand its contents.
2. I am aware that my position description may be revised or update at any time and once notified of changes, I remain responsible for knowledge of its contents.
3. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these function, I agree to provide information to the District regarding the requested accommodation(s).

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Employee's Name (Print): _____

Employee's Signature: _____

• **Date:** _____

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