

**Assistant Principal
New Hanover County Schools**

Job Description

Class: Administrative

Dept: School

TITLE: Assistant Principal

QUALIFICATIONS:

1. Master's Degree in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Minimum five years experience as a teacher.
3. Other qualifications as the Superintendent and Board of Education may find appropriate.

REPORTS TO: Principal

JOB GOAL: To assist the principal of a school in developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to all school issues.
2. Assist in planning, developing, coordinating and evaluating the operations of the school. Work with the principal to conceptualize the broad goals and vision of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
3. Assist with identifying annual objectives for the instructional, extra-curricular and athletic programs of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
4. Help maintain up-to-date student performance data to evaluate student progress in the instructional program. Supervise and appraise the performance of the school staff in accordance with state and local requirements.

5. Maintain inter-school communications and seek assistance from central office staff to improve performance; maintain good relationship with students, staff and parents; comply with established lines of authority.
6. Support a collaborative work environment utilizing site based management that promotes continuous improvement and emphasizes a sense of community.
7. Assist with the development of an effective professional learning community aligned with the school improvement plan, focused on results.
8. Assist with supervision and conduct personnel administration duties for direct report subordinates including; hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave.
9. Strives to maintain and improve professional competence. Participate in development and support of the broad school vision.
10. Perform other duties and responsibilities as requested by the Principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt
Or 10.5 month work year/FLSA Exempt

Starting Salary and/or Grade: State assistant principal salary schedule

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, parents, and central office staff.
- Ability to provide leadership and to supervise the planning, development and establishment of new, modified or improved programs, services and activities.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.