

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. At least a Master's degree in school administration
2. A minimum of three years' teaching experience
3. Certified for position by the Alabama State Department of Education

REPORTS TO: Principal

SUPERVISES: School staff as designated by the Principal

JOB GOAL: To assist the principal with administrative and instructional functions to meet the educational needs of students and to carry out the mission and goals of the school and the district.

PERFORMANCE RESPONSIBILITIES:

1. Assists with managing and administering the development, implementation, and assessment of the instructional program at the assigned school.
2. Uses current research, performance data, and stakeholder feedback to assist in decision-making related to improvement of instruction and student achievement.
3. Assists to ensure the school instructional program aligns with the system curriculum.
4. Assists in accessing, analyzing, interpreting, and using data in decision-making.
5. Assists in establishing and maintaining a positive learning culture and learning environment that includes high standards for student conduct and implementation of disciplinary procedures.
6. Assists in establishing procedures for an accreditation program and monitoring of accreditation standards.
7. Assists to ensure school initiatives are aligned with state, system, and school goals.
8. Promotes high student achievement.
9. Assists in developing positive school/community relations.
10. Communicates effectively, both orally and written, with parents, students, teachers, and the community.
11. Maintains visibility and accessibility at the assigned school.
12. Assists, as requested by the Principal, to interview and select qualified personnel to be recommended for employment.
13. Is actively involved in programs for professional growth focused on best practices.
14. Assists in managing and administering personnel development through training, in-service and other developmental activities.
15. Manages the supervision and evaluation of personnel as assigned by the Principal.
16. Assists in managing and administering the testing program for the school.
17. Assists in the development of the master schedule and assigning teachers according to identified needs.

18. Assists with school fiscal management and budgetary needs as assigned by the Principal.
19. Coordinates facility safety, maintenance, and inspection at the assigned school and assists in planning for long range facility needs.
20. Follows system procedures in the event of school crises and provides leadership in the event of such happenings.
21. Assists with supervision of all activities and functions at the school as assigned by the Principal.
22. Establishes and maintains high standards of ethical professional conduct for self and others.
23. Communicates, through the proper channels, to keep the Principal informed of impending problems or events of an unusual nature.
24. Assists with the establishment of adequate property inventory records and ensure the security of school property.
25. Supervises the preparation and maintenance of accurate and timely reports and records as assigned by the Principal.
26. Implements federal regulations, state statutes, and School Board policy as they pertain to the assigned school including, but not limited to, student attendance and discipline.
27. Performs other tasks consistent with the goals and objectives of this position as assigned by the Principal

TERMS OF EMPLOYMENT: Ten-, eleven-, or twelve- month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 11-12-13