

**Job Title:** Assistant Principal/Supervisor of Instruction, K-4 or K-6

**Qualifications:**

1. State of Alabama Principal Certificate in Early Childhood-Elementary Education (K-6) or (K-12).
2. Masters degree acceptable.
3. AA program in Administration preferred.
4. Minimum of five (5) years experience in elementary classroom teaching.
5. Demonstrated ability to meet the public well.
6. Demonstrated rapport with elementary age children.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** School Principal

**Performance Responsibilities:**

1. Supervise instructional activities for Grades K-4 or K-6.
2. Approve materials and books used in instructional program.
3. Demonstrate teaching techniques to teachers when necessary.
4. Approve lesson plans of teachers.
5. Observe and evaluate teachers, filling out necessary forms.
6. Work with teachers on professional development.
7. Keep textbook records, collecting money for lost books, ordering replacements and ensuring that teachers have adequate and correct books.
8. Inventory textbooks at end of each year.
9. Assist school librarian in choosing and buying library books.
10. Be responsible for free and reduced-price lunch forms and records.
11. Verify qualified students for free and reduced-price lunches, notifying teachers of those who qualify and notifying parents of students who do not qualify.
12. Keep necessary files for Title programs and Special programs in the school.

**Assistant Principal/Supervisor of Instruction, K-4 or K-6 (cont'd)**

13. Attend regular or Special Education parent or parent/teacher conferences concerning regular classroom work, special services placement, or testing results of any type.
14. Be responsible for checking sick room supplies.
15. Coordinate the volunteers for the sick room.
16. Coordinate the work of room mothers for school parties.
17. Assist principal in making out schedules as necessary for the operation of the school.
18. Assist in fund raising activities.
19. Assist in discipline of students.
20. Be regular and punctual in attendance.
21. Perform duties in a manner that promotes good public relations.
22. Maintain confidentiality of any school or school system related business and records.
23. Develop and maintain proper and professional relationship with students and other employees.
24. Perform other administrative tasks that the principal may assign.

**Terms of Employment:** Salary and work year to be established by the Board.

**Evaluation:** In accordance with existing Board policy.

Adopted: December 14, 1989