

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Assistant Principal

FLSA: Exempt

GENERAL SUMMARY

Assists the Principal in planning, directing, and implementing the curriculum for an individual school to ensure the educational development of each school through demonstrated planning, leadership, supervision, and administrative skills. Reports to the School Principal.

ESSENTIAL FUNCTIONS

Informs the principal of conditions and needs of the school.

Plans, develops, implements and evaluates the educational program of the individual school on a continuous basis and in accordance with pupils' needs within the framework of an established policy for the total school's system. Is effective in assisting the principal in the administration and coordination of the school's instructional programs to ensure appropriate instructional experiences.

Effectively directs the administration and coordination of the transportation, custodial, food and nutrition, and other support services of the school.

Assists all personnel in the improvement of the school program and in fulfilling assigned duties. Demonstrates the ability to provide competent staff leadership and supervision of school level instructional personnel to ensure understanding and implementation of educational objectives of the school.

Is effective in administrating high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students. Actively participates in the management and supervision of the attendance, conduct, and health of all students.

Demonstrates the ability to prepare the schedule of classes, student assignments, and extra curricular activities. Assists in the supervision and evaluation of the school's extra-curricular programs.

Assists the principal in the selection, training/orienting, and supervision of school staff, and assists in the evaluation of staff performance.

Provides for the placement of students. Arranges services for students identified as having special needs.

Inspects the school facility as requested, recommends improvements and takes steps to correct identified deficiencies as assigned; provides a safe environment for students and school personnel.

Provides appropriate assistance in the safety and administration of the school plant helping to plan and supervise fire drills, bus evacuation drills, and an emergency preparedness program.

Manages the business functions of the school relative to purchasing procedures and the monitoring of expenditures.

Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for all students' objectives and programs.

Presents a positive image of the School District of Newberry County at all times.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Master's degree or higher with three to five years of experience as a classroom teacher, or equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess, or be working towards, a valid S.C. teaching credential in the area of principal or supervisor.

Knowledge:

Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements. Knowledge of the standards, regulations, and laws relating to educational activities. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to the school.

Skills/Effort:

Ability to develop and maintain effective working relationships with school and district staff. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to complete, process, and maintain required records, reports, and other information. Ability to develop and maintain effective communications with school and district employees, the school principal, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

School environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require considerable attention and working with students. Physical demands are restricted to school activities requiring movement/lifting items weighing up to 25 pounds. Occasional local travel required; occasional overnight travel required.

Responsibility:

Assists in the supervision of school staff and students.

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.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____