

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Assistant Principal

### **QUALIFICATIONS:**

- Valid teacher certification
- At least two years of experience as a teacher
- State certification in supervision and/or administration
- Good physical condition with the ability to lift 10 pounds

**REPORTS TO:** Principal

**SUPERVISES:** Teaching staff and paraprofessional, other professional staff, all nonprofessional school staff, and other resource and service personnel while functioning in the assigned school

**JOB GOAL:** To assist the principal in the management and supervision of the school

### **PERFORMANCE RESPONSIBILITIES:**

- Assume role of principal in his/her absence and assist school-level implementation of the school district instructional management plan
- Work in cooperation with principal to supervise methods, materials, and techniques used by teachers
- Assist in supervision of other professional staff
- Perform teacher evaluation
- Train and supervise non-certified personnel as directed.
- Maintain open communication with school, parents, community groups, agencies, and patrons; promote school and programs in community; encourage and plan for parents and community involvement in school activities; and supervise use of buildings and facilities
- Help to ensure effective and harmonious learning atmosphere; disseminate needed information; respond to staff request, complaints, grievances, etc.; and counsel staff members regarding work-related problems
- Participate in district administrators' meetings as needed, provide administrative support services for central office activities as directed, and supervise student teacher training program
- Assist in selection, orientation, and assignment of new employees to school; maintain necessary personnel records; assist in employment of substitute teachers; and assist in preparation of duty schedules to ensure adequate supervision of students
- Assist in administration of summer school

- Assist teachers and others in maintenance of proper student discipline at school and on the school bus; counsel individual students; confer with parents; administer discipline as appropriate; and report disciplinary action as required by policy
- Aid in supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment, buildings and grounds; provide for distribution, storage, care, repair, and inventory of school textbooks, supplies, materials, and equipment; and oversee building safety and occupational health programs
- Assist in development of and enforce school district and building policies, rules, regulations, and procedures and assist in registration of students
- Assist in supervision and maintenance of accurate and complete student attendance, health, enrollment, and permanent records
- Help prepare master schedule
- Monitor reporting of student progress
- Assist in supervision of students in the school cafeteria
- Assist in supervising special and co-curricular activities
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)