



Assistant Principal

Exempt

General Definition of Work

Performs difficult professional work assisting the Principal and administrators in developing and maintaining an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Principal. Departmental supervision is exercised over Custodians, Bus Drivers and staff at the assigned building.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

State Salary Schedule

Reports to

Principal

Essential Functions

- Enforces discipline, health, safety and general welfare standards for students and staff within building.
- Observes classrooms and performs walk throughs; performs pre- and post-conference observations.
- Facilitates and attends various meetings.
- Handles attendance and truancy issues by meeting with students, conducting parent calls, etc.
- Supervises hallways, lunchrooms, etc.
- Performs evening supervision at various events and functions including dances, athletic events, extra-curricular activities, etc.
- Assigns, directs, trains and reviews staff work; evaluates staff performance; develops staff schedules; coaches and/or counsels staff; provides recommendation regarding hiring, promoting, suspending and terminating staff.
- Manages the transportation program for the school.
- Supervises special education within building including curriculum development schedules, hiring and supervising paraprofessionals, etc.

Knowledge, Skills and Abilities

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all facets of a school.
- Thorough knowledge of prescribed School Board and district policies, rules and procedures
- Ability to communicate complex ideas effectively in both oral and written formats.
- Ability to motivate others to reach their fullest potential.
- Ability to operate standard office equipment and related hardware and software.
- Ability to operate standard school records software.



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- Ability to learn specialized equipment and software based on district needs.
- Ability to establish and maintain effective working relationships with associates, parents, students and the general public.

Education and Experience

- Master's degree in education administration, or related field and considerable experience teaching, or equivalent combination of education and experience.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires exposure to outdoor weather conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Must hold or have the ability to attain a current valid North Carolina Professional Educator's License in Administration.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.