



TITLE: ASSISTANT PRINCIPAL

DEPARTMENT: Secondary

TITLE OF SUPERVISOR: Principal

SUPERVISES: Professional and Nonprofessional Personnel Students

QUALIFICATIONS: Holds a valid teaching certificate.
Holds state certification in supervision and administration.

TERMS OF EMPLOYMENT: The work year is ten (10) months. Salary to be in accord with current schedule.

GENERAL RESPONSIBILITIES: Serves in concert with the building Principal in any and all aspects of administration, instructional leadership, supervision and management of the school.

EVALUATION: Performance of this job will be evaluated by the Principal and the Superintendent.

DESCRIPTION OF DUTIES:

1. Assists the Principal in carrying on the many routine and development phases of administration, instructional leadership, supervision and management.
2. Supervises extra-curricula activities, including commencement exercises.
3. Inspects the building and grounds.
4. Supervises school buses, drivers, student behavior, etc.
5. Counsels with students and parents, as required, regarding achievement, growth, discipline, extra-curricular activities and other matters believed to be related to the success of the students.
6. Prepares referrals for student personnel services (e.g., health, counseling, suspension).
7. Reviews and maintains inventories of textbooks.

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8. Holds parent/teacher conferences, as required.
9. Assumes the responsibility for the school and its functions, personnel, and students in the absence of the Principal.
10. Assists in supervising emergency preparedness programs (e.g., fire drills, tornado drills, etc.).
11. Assists in the development, revisions, and evaluation of the curriculum.
12. Assists in the planning, coordination, and evaluation of curricular offerings to provide a more effective implementation of the school's/district's philosophy and to meet and maintain the standards of accreditation.
13. Assists in preparing reports for school, district, regional and State Department of Education.
14. Serves as member of the Discipline Committee.
15. Supervises at all school sponsored events on campus and off-campus events, when necessary and/or assigned by the principal.
16. Performs other duties as requested by the principal.