



EMPLOYEE NAME: _____

Revised: 9/88; 11/88; 6/92; 1/94; 2/94; 5/95; 2/97; 3/01; 6/04; 11/09; 10/12; 10/13; 12/15; 6/18; 10/18

JOB DESCRIPTION

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| POSITION TITLE: Assistant Principal, High School | JOB CODE: 615B |
| DIVISION: Leadership | SALARY SCHEDULE: Assistant Principal |
| DEPARTMENT: Leadership | WORK DAYS: 208 |
| REPORTS TO: Principal | PAY GRADE: CAH (5, 6, or7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Assists the principal to provide effective leadership and guidance in the operations of the school. | |

REQUIREMENTS:

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| 1. | Educational Level: Master’s Degree required. A Master’s Degree in Educational Leadership is preferred, but a Master Degree in another education field with completion of an Educational Leadership program within 3 years will be considered |
| 2. | Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or meets qualifications for NL-5; passing score on the GACE Georgia Ethics for Educational Leadership – Program Entry (370) Assessment (http://gace.ets.org/) |
| 3. | Experience: Minimum of three (3) years successful educational experience |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication, leadership, organizational and interpersonal skills, computer competence, instructional strategies that connect the curriculum to the learners, student management |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Assumes responsibility in the absence of the principal; assists in the enforcement of policies concerning student discipline and attendance. |
| 3. | Keeps the principal apprised of activities, situations, and developments that effect the school operation. |
| 4. | Assists in the supervision, observation, and evaluation of staff; assists with directing and improving curriculum and instruction. |
| 5. | Assists with the organization and implementation of staff development; assists in the supervision of extracurricular program; assists with safeguarding the health, safety, and welfare of students. |
| 6. | Supervises student activities, assemblies, and other activities; assists in organizing student activities; assists with the supervision of student orientation, registration, and scheduling. |
| 7. | Assists with the maintenance and operations of the school facility. |
| 8. | Assists with the administration and supervision of the total school program in accordance with applicable regulations; assists with the financial operation of the school, as needed; demonstrates consistent appropriate fiscal management of funds. |
| 9. | Serves as a member or facilitator of District Student Disciplinary Due Process Hearing panels, as needed. |
| 10. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____