



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/85; 4/86; 6/92; 12/94; 5/95; 2/97; 3/01; 10/12; 4/13; 9/13; 12/15; 6/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Principal/Vocational Supervisor, High School	<b>JOB CODE:</b> 615B
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Assistant Principal
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 208
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CAH (5, 6, or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the principal to provide effective leadership and guidance in the operations of the school.	

**REQUIREMENTS:**

1.	Educational Level: Master Degree in Educational Leadership required, or Master Degree in other education field which requires completion of an Educational Leadership program within 5 years
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or higher or meets qualifications for NPL-5 and passing score on the GACE Educational Leadership Assessment
3.	Experience: 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:**

1.	Demonstrates prompt and regular attendance.
2.	Assists the principal in the selection of qualified vocational teachers.
3.	Enforces policies concerning student discipline, attendance, and extra-curricular activities.
4.	Appropriately directs and evaluates teachers and staff.
5.	Coordinates vocational program offerings with other programs.
6.	Assists vocational teachers with improvement of instruction, laboratory organization, and discipline.
7.	Completes all forms, reports, and planning documents as required by state and local policies and procedures.
8.	Monitors expenditures and accounting of funds designated for use in vocational education programs.
9.	Assists with safeguarding the health, safety, and welfare of students.
10.	Assists with administration of the total school program; assists with the maintenance and operations of the school facility; assists teachers and counselor in student orientation, recruitment, placement for vocational program.
11.	Inventories and makes provisions to purchase and maintain equipment and materials for vocational program.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_