

Assistant Principal

Job Title: Assistant Principal
Department: Administration
Reports to: Principal
Classification: Exempt
Category: Professional Staff

Summary

The assistant principal is responsible for student supervision and student discipline and in coordination with the principal, is responsible for the daily operation of the building.

Essential Duties and Responsibilities

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

- Assist the principal in the overall administration of the school.
- Serve as principal in the absence of the regular principal.
- Coordinate scheduling of activities and rooms within the building.
- Monitor student attendance and appropriate follow-up with students.
- Cooperate in the conducting of safety inspections and safety drill practice activities.
- Cooperate with the principal and staff in maintaining discipline throughout the student body.
- Communicate with parent, faculty, and student groups as needed in advancing educational objectives of the community/school.
- Assist the principal in the continuing process of improving the instructional program.
- Cooperate with the principal in the role of personnel supervision.
- Function as a liaison for the school to a variety of external agencies.
- Secure bus transportation for field trips, etc. as needed.
- Assist the principal in staff recruitment.
- Assist the principal in securing and supervising of substitute teachers.
- Maintain a systematic approach to professional growth for staff and self.
- Assist the student in monitoring overall academic and social progress.
- Assist the principal in the in-service, orientation, and training of teachers.
- Develop appropriate skills to effectively evaluate staff.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Has supervisory authority over all building staff except the principal.

Qualifications

Education - Masters degree or higher in educational administration.

Certificates, Licenses, Registrations - Current Missouri principal certificate in the appropriate grade levels.

Assistant Principal

Skills and Abilities

Language

An individual who holds this position must have the ability to:

- Present information to staff members.
- Respond to common questions and complaints.
- Interview students and staff.
- Read, analyze and interpret professional journals, Board policy, administrative procedures, government memos and statutes.
- Write staff memos and ordinary business correspondence.
- Keep information confidential when required by law, policy or a particular situation.

Computation

Ability to compute ratios, percentages and create and interpret graphs and figures.

Reasoning

Ability to define problems, collect data, establish facts and draw valid conclusions.

Technology

An individual who holds this position must have:

- Basic computer word processing, spreadsheet and research skills.
- An ability to access and create reports using the district's student information software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position is frequently required to move in and around buildings and grounds to visit classrooms, attend meetings, sit for up to an hour at a time and supervise bus loading and unloading areas.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Regular and consistent attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment; however the individual who holds this position will regularly be required to be outside in temperatures below freezing and above 100 degrees.

An individual who holds this position is frequently required to work irregular or extended hours.