JOB DESCRIPTION OF THE ASSISTANT PRINCIPAL

Guilford County Schools

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REPORTS TO: Principal

SUPERVISES: Will supervise as assigned by the principal.

PURPOSE: The assistant principal serves as a member of the administrative team to develop and implement the total school program.

DUTIES AND RESPONSIBILITIES

A. MAJOR FUNCTION: Pre-Class Organization

The assistant principal assists to implement student orientation and registration activities.

B. MAJOR FUNCTION: Planning the School Program

The assistant principal assists in the development and establishing of the schools goals and objectives and the planning of the schools instructional program.

C. MAJOR FUNCTION: Implementing the School Program

The assistant principal assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.

D. MAJOR FUNCTION: Evaluating and Remediation the School Program

The assistant principal assists in the evaluation of the school program and of staff and assists to initiate needed improvements.

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E. **MAJOR FUNCTION: Involving the Staff in Budget Allocations**

The assistant principal involves the staff in setting budget priorities.

F. **MAJOR FUNCTION: Keeping Professionally Competent**

The assistant principal acts to upgrade own professional knowledge and skills.

G. **MAJOR FUNCTION: Coordinating Budgets and Schedules**

The assistant principal assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.

H. **MAJOR FUNCTION: Handling Disciplinary Procedures**

The assistant principal assists to define and disseminate information about school discipline policy and procedures to parents, students, staff, and community.

I. **MAJOR FUNCTION: Coordinating and Communicating the Schools Formal Structure**

The assistant principal communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives, and policies to the community.

J. **MAJOR FUNCTION: Coordinating School Services and Resources**

The assistant principal assists in supervising and maintaining auxiliary service and uses community resources to supplement the school program.

K. **MAJOR FUNCTION: Facilitating Organizational Efficiency**

The assistant principal promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and
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complies with established lines of authority.

L. MAJOR FUNCTION: Assisting in Record Keeping

The assistant principal assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment, and materials.

MINIMUM TRAINING AND EXPERIENCE

Master’s degree in Education Administration, 3 to 5 years of experience as a classroom teacher or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a teaching certificate from the State of North Carolina. Must possess a valid North Carolina driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, calculators, cellular phones, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports,
forms, charts, strategic plans, etc. Requires the ability to prepare correspondence, reports, forms, appraisals, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra, descriptive statistics, statistical inference, and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.
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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.