

Assistant Principal

Job Title: Assistant Principal
Department: Administration
Reports to: Principal
Classification: Exempt

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.

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.

Essential Duties and Responsibilities

An individual who holds this position is required to:

- Supervise students
- Implement and enforce the district's student discipline policy
- Coordinate and oversee student organizations and activities
- Perform the duties of the principal in the absence of the principal
- Attend student activities and events outside of the academic day
- Supervise hallways and cafeteria
- Assist the principal in creating and maintaining handbooks

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

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

Assistant Principal

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

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.

Physical Demands

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

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.

Conditions and Environment

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.