



JOB DESCRIPTION HEARD COUN¹TY SCHOOLS: <u>Assistant Principal</u>

The primary function of the Assistant Principal position is to assist the School Principal to provide effective leadership and guidance in the operations of the school.

REPORTS TO: Principal

QUALIFICATIONS:

- Master Degree in Educational Leadership required, or Master Degree in other education field which requires completion of an Educational Leadership program within 5 years.
- Valid Georgia Educational Leadership Certificate at level 5 or higher, or meets qualifications for a Non-Renewable and passing score on the GACE Educational Leadership Assessment
- 5 years successful educational experience
- Routine physical activities that are required to fulfill job responsibilities
- 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 superintendent may accept alternatives to some of the above requirements.

JOB OBJECTIVES:

- Assumes responsibility in the absence of the principal
- Assists in the enforcement of policies concerning student discipline and attendance.
- Keeps the principal apprised of activities, situations, and developments that affect the school operation.
- Assists in the supervision, observation and evaluation of staff.
- Assists with directing and improving curriculum and instruction.
- Assists with the organization and implementation of staff development.
- Assists in the supervision of the extracurricular program.
- Assists with safeguarding the health, safety and welfare of students.
- Supervises student activities, assemblies and other activities.
- Assists with the maintenance and operations of the school facility.
- Assists in organizing student activities.
- Assists with the supervision of student orientation, registration, and scheduling.
- Assists with the administration and supervision of the total school program in accordance with local board policy and other applicable laws and regulations.
- Serves as a member or facilitator of District Student Disciplinary Due Process Hearing panels, as needed.
- Assists with the financial operation of the school, as needed.
- Demonstrates consistent appropriate fiscal management of funds.
- Demonstrates prompt and regular attendance.
- Adhere to the Code of Ethics for Educators in Georgia.
- Maintain a professional appearance and demeanor.
- Maintain the confidentiality of information and records for students and staff.
- All other duties as assigned.

¹Approved July 24, 2018

