

AMELIA COUNTY PUBLIC SCHOOLS  
AMELIA, VIRGINIA 23002

JOB DESCRIPTION

TITLE: Assistant Principal – High School

REVISION DATE: May 2017

LOCATION: Amelia County High School

STATUS: Exempt, Full Time – 12 Months

PRIMARY PURPOSE:

The Assistant Principal assists the School Principal in carrying out the duties and responsibilities of the assigned school. Assists with the overall implementation, evaluation, administration, management, and supervision of the total school program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instruction/Evaluation

- Assist the Principal in classroom supervision and in evaluation of the total school program;
- Serve as the Principal's designee in special education meetings (child study, eligibility, triennial) when requested;
- Be responsible for evaluating the classified staff (time schedules, overtime needs, etc.);
- Participate in proposed and ongoing curriculum development projects;
- Inform the Principal of measures which will improve staff performance or enhance student learning;
- Be responsible for obtaining substitute teachers as directed by the Principal.

Discipline

- Assist the Principal in handling student discipline;
- Maintain records or correspondence relative to student discipline (forms, letters, referrals etc.);
- Assist teachers or other staff members with problems related to pupil absences, tardiness and discipline;
- Supervise the in-school suspension program;
- Be responsible for the supervision of students during lunch, before and after school.

### Attendance

- Supervise pupil attendance and monitor notification of appropriate individuals (parents/guardian, teachers) relative to attendance when absences become excessive;
- Be responsible for process for student excuses; including absenteeism, tardiness, early departure, change of bus, use of medication and/or physical education.

### Textbooks/Technology

- Be responsible for overseeing the textbook and technology inventory system;
- Be responsible for the process to order textbooks, workbooks, and other curriculum or technology needs as needed.

### Other Tasks

- Assist the Principal in conducting safety inspection (one per month) and safety drill practice activities;
- Approve/disapprove work/maintenance requests and maintain file on such requests, forward approved requests to the School Board Office;
- Work cooperatively with supervisory staffs at all levels;
- Selects for employment support personnel as needed to meet objectives of the school;
- Assist with the supervision of students and visitors at extracurricular activities;
- Assist in organizing the total school program;
- Review, understand and apply concepts presented in training programs, conferences and/or professional literature;
- Attend special events held to recognize student or staff achievements, school sponsored activities and functions;
- Perform such other tasks and assumes such other responsibilities as may from time to time be assigned by the Principal;
- Serve as Principal in the absence of the Principal.
- Performs other duties as assigned by the Superintendent

### MARGINAL JOB FUNCTIONS

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in education and in the field of general education.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 25 pounds.
3. Professional and Confidential – Be professional in dealing with school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – The Assistant Principal will serve with students, staff, parents, colleague and administrative groups as requested in advancing educational and related activities and objectives.
5. Record-keeping – The Assistant Principal will perform such record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

#### SUPERVISION EXERCISED:

The Assistant Principal will supervise the work of all assigned staff, both instructional and classified.

#### SUPERVISION RECEIVED:

The Assistant Principal performs duties under the supervision of the School Principal.

#### MINIMUM QUALIFICATIONS:

- Minimum of a Master's Degree required
- K-12 Administration and Supervision Degree or Endorsement required
- At least three years of experience in K-12 public education as a teacher, administrator, or coordinator required
- At least one year of experience at the high school or middle school level required

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of instructional leadership and support services
- Excel in use of computer/technology and applicable software
- Ability to plan and supervise the work of others
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential
- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with school personnel and members of the community

#### WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office environment, see and read a computer screen and

printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated: May 2017)