



JOB DESCRIPTION

POSITION TITLE: Assistant Principal	
REPORTS TO: Principal	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 199 Days (less furloughs)
JOB GOAL: Assists the principal of the school in providing leadership and guidance in the effective, efficient operation of the assigned school, manage the curriculum and instructional program, and maintain a safe, orderly environment conducive to learning.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Georgia Leadership Certificate as required by Georgia Professional Standards Commission
3. Experience: Minimum of five years successful experience as an educator.
4. Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills
5. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
3. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public.
4. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
5. Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal, written and telephone communication skills.
7. Maintains confidentiality of sensitive information and material.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Acts in a professional manner and maintains a professional attitude towards the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
10. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient school.
11. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
12. Reports to principal about status of programs and makes recommendations of appropriate actions and alternatives.
13. Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.

14. Keeps abreast of and informs the principal of current trends and developments concerning area of responsibility.
15. Implements school budget according to system guidelines and procedures.
16. Enhances the climate of the building and the morale of colleagues.
17. Demonstrates loyalty to the school system and administration.
18. Participates in professional organizations, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
19. Assists all students in achieving academic standards and establishes high expectations for performance.
20. Assures the quality of teacher's lessons were high and reflect the school system standards.
21. Assures that the curriculum addresses all levels of students.
22. Meets or exceeds established benchmarks for student achievement and student attendance.
23. Conducts appropriate staff evaluations and provides staff with meaningful feedback regarding ways to improve their performance.
24. Provides appropriate documentation of ineffective performance for staff who demonstrate lack of competence, ineffective practices, poor performance of their students and/or an unwillingness to improve.
25. Employs strategies in the school improvement plan that focus on areas identified in needs assessments.
26. Communicates the academic standards, objectives and expectations for student performance to all students, parents and the school community.
27. Assures that effective behavior plans are developed and disseminated to students, teachers, and parents and implemented throughout the school in every classroom.
28. Maintains a pattern of prompt and regular attendance.
29. Follow chain of command.
30. Performs all other duties as assigned.

Board Approved: 6-8-15

Assistant Principal