

**Qualifications:**

Masters Degree

**Supervises:** Those assigned by Principal.

**Nature of Work**

The Assistant Principal serves as a member of the administrative team to develop and implement the total school program.

**Knowledge, Skills and Abilities:**

- Working knowledge of record keeping and reporting techniques.
- Some knowledge of management principles.
- Skill in effective oral and written communication.
- Ability to motivate, influence, and shape individuals to assure continuous organization development and improvement.
- Ability to gather and analyze data.
- Ability to plan and supervise the work of others.

**Essential Job Functions:**

- Assists to implement student orientation and registration activities.
- Assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.
- Assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- Assists in the evaluation of the school program, staff and assists to initiate needed improvements.
- Involves the staff in setting budget priorities.
- Acts to upgrade own professional knowledge and skills.
- Assists in the preparation and management of budgets, schedules and in the coordination and implementation of the co-curricular program.
- Assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.

- Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.
- Assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
- Promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.
- Assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_