



## Job Description Assistant Principal

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 215-260 Days

**Experience Required:** Minimum five (5) years of successful, full-time, lead teaching experience. Minimum of three (3) years administrative experience with some supervisory experience.

**Minimum Education Requirements:** Master's degree in related field.

**Department:** Building Principals.

**Direct Supervisor:** Building Principal.

**Primary Work Location:** School setting.

**Certification:** Meets Missouri department of Elementary and Secondary certification requirements and teaching certificate.

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**Job Summary:** Assists the building principal in organizing and fostering a positive safe environment conducive to meeting the needs of the students and families and the mission and goals of the district.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Under the direction of the Principal, administer, supervise, and monitor the disciplinary aspects of the school in the building, on school grounds, and at school events.
- Provide adequate supervision and assign supervision of students on school grounds including before and after school, during lunch, and passing periods.
- Responsible for student attendance and duties related to attendance such as tardiness and truancy; monitor and maintain records, and completion of required attendance reporting.
- Assist the Principal in the responsibility for the school and educational programs.
- Assist in providing for effective evaluation of all personnel.
- Assist in the effective selection, induction, and continual development of all personnel.
- Assist in providing effective instructional leadership including monitoring student performance relative to assessments and ensuring that the written curriculum is the taught assessed curriculum.
- Assist staff with the use of data to make educational improvement decisions.
- Assist in articulating the educational program and transition process between the schools.
- Assist in developing, revising, and publishing the student and staff handbooks.
- Help coordinate emergency and safety plans.
- Participate and attend required meetings in the building district community and educational organizations to carry out administrative responsibilities.
- Perform such other tasks and assume such other responsibilities as may be assigned by the building principal or superintendent.

### Knowledge, Skills, and Abilities (KSA's) for Position

Effective Date:



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An employee in this class must have the following knowledge, skills, and abilities upon application:

### Knowledge

- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

### Skills

- Strong leadership skills.
- Strong written and oral communications and relational skills.
- Strong presentation skills.
- Interpersonal and organizational skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

### Abilities

- Maintain confidentiality required by law, policy or a specific situation.
- Attend Board meetings, District, community, and school events both on and off campus.
- Attend IEP, 504, SST, and parent meetings, and home visits as appropriate.
- Work independently under broad organizational guidelines to achieve unit objectives.
- Supervise the use of funds.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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**Signatures / Date**

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date