

COOSA COUNTY SCHOOLS  
JOB DESCRIPTION

JOB TITLE: ASSISTANT PRINCIPAL

REPORTS TO: Principal and/or Superintendent

SUPERVISES: Personnel Assigned by the Principal

QUALIFICATIONS:

1. Certification in Educational Leadership, School Principal, or Administration and Supervision.
2. Minimum of three (3) years classroom teaching experience and/or administrative experience preferred
3. Background clearance through the ABI and FBI processes

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of laws, regulations, and policies governing schools
2. Knowledge of best instructional practices and how to apply them to the needs of the school
3. Knowledge of budgetary process(es) and ability to manage fiscal resources
4. Ability to communicate clearly and concisely, both orally and in writing
5. Excellent leadership and organizational skills
6. Excellent technology skills
7. Strong interpersonal skills with the ability to develop effective working relationships with students, staff, and the school community
8. Knowledge of the state course(s) of study
9. Ability to lead multiple initiatives, plans, or tasks
10. Ability to build rapport with a diverse group of stakeholders
11. Knowledge of various evaluation tools and the ability to evaluate staff effectively
12. Ability to plan and supervise the work of others
13. Assist in maintaining effective discipline
14. Assist in recruitment, selection, induction, and assignment of personnel

JOB GOAL: To assist the principal with administrative and instructional functions to meet the educational needs of students and to carry out the mission and goals of the school and the system.

PERFORMANCE RESPONSIBILITIES:

1. Attend work punctually and promptly.
2. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with best practices and the district's expectations.
3. Assist the principal in providing an atmosphere conducive to learning and teaching through facilitating the effective implementation of the student code of conduct in accordance with school and system policy.
4. Assist in coordinating the selection and acquisition of instructional materials and equipment.
5. Assist in coordinating all testing programs at the school when assigned.
6. Assist the principal with personnel functions, including recruitment, selection, mentoring, evaluation, and professional growth processes.
7. Assist in the supervision and management of the school site.
8. Assist in the coordination and supervision of before and/or after school programs or activities.
9. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school.

10. Assist in ensuring students receive appropriate placement and services through coordination and collaboration with IEP teams, 504 teams, Rtl problem solving teams, EL coordinator, and gifted teacher.
11. Assist with development and implementation of the Continuous Improvement Plan.
12. Assist in developing and implementing family and community involvement through programs and outreach activities.
13. Support and assist in implementing all school student services plans and programs.
14. Demonstrate initiative and a proactive orientation to fulfilling performance responsibilities and seeking solutions to problems and concerns.
15. Analyze student performance data as a basis for curriculum improvement and staff development needs.
16. Assist in developing and monitoring the school budget.
17. Assist in improving student and staff attendance.
18. Prepare or oversee the preparation of required reports and maintain all appropriate records.
19. Model and maintain high standards of professional conduct.
20. Set high standards of performance for self, others, and school.
21. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
22. Facilitate problem solving by individuals and groups.
23. Counsel with parents and staff to resolve problems and concerns.
24. Assist parents in contacting school and agency support services.
25. Maintain visibility and accessibility on the school campus and at school-related activities and events.
26. Use effective communication techniques with students, teachers, parents, and other stakeholders.
27. Assist in preparing and disseminating school newsletters, memos, and letters as requested by the principal.
28. Make presentations to faculty, students, and parents as requested by the principal. Collaborate with school and system personnel in planning and implementing system initiatives.
29. Assist the principal in the development and implementation of procedures for dealing with school crises.
30. Deal with emergency situations quickly and effectively.
31. Deal effectively and appropriately with abuse situations.
32. Investigate student accidents and other incidents and take appropriate action.
33. Attend all professional and community events at school (professional development, festivals, etc).
34. Other assigned duties reflective of school or district

#### PHYSICAL REQUIREMENTS:

Physical mobility, dexterity, strength and visual acuity to meet student needs, deal with student problems and assist with building maintenance problems and school ground monitoring activities

#### TERMS OF EMPLOYMENT:

Salary and length of the work year shall be established by the system.

#### EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*