CLARKSDALE MUNICIPAL SCHOOL DISTRICT
ASSISTANT PRINCIPAL
JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Three (3) years teaching experience.
3. Valid Mississippi certification in Administration and Supervision or Educational Leadership.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques. Ability to use effective public speaking skills. Ability to use problem - solving skills. Ability to provide instructional leadership based on current educational trends and research. Knowledge of group and cultural dynamics. Ability to communicate orally and in writing. Ability to work cooperatively with staff, students and parents. Skill in personnel management, interaction, supervision techniques, coaching, evaluation procedures and conflict resolution. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Knowledge of the hardware and software applications used throughout the District. Basic understanding and knowledge of the use of current technology. Knowledge and understanding of all positions supervised. Ability to plan, organize and prioritize activities related to assignment. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to carry out the mission and goals of the school and the district and to meet the educational needs of the students.

SUPERVISES:

Instructional and Support Personnel

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

ASSISTANT PRINCIPAL (Continued)

Instructional Program Leadership/Development

1. Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
2. Provide recommendations to the principal regarding curriculum improvement.
3. Supervise equipment selection, acquisition and inventory.
4. Assist the principal in the administration of the summer school program and before and after school programs.
5. Assist in the administration of the school's testing programs.
6. Assist in the coordination of the school's accreditation program.
7. Assist in administering the Exceptional Student Education and 504 programs.
8. Assist in administering the English Language Learners (ELL) program.
9. Develop and implement the school's instructional program with assistance from district personnel and provide for articulation among school personnel as assigned by the principal.
10. Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.
11. Assist in the development and implementation of the school technology plan.
12. Provide leadership in the effective use of technology in the classroom.
13. Provide students with opportunities to use technology to gather and share information with others.
14. Facilitate student access to the use of electronic resources.
15. Explore and evaluate new technologies and their educational impact.
16. Use technology to review student assessment data.
17. Assist in the analysis of the School Improvement Team's efforts on student performance.

Personnel Action Services

18. Request, orient and assign substitute teachers, as assigned by the principal.
19. Assist in the preparation of the master schedule.
20. Assist with the supervision of personnel including orientation of new employees as assigned.
21. Assist in developing personnel assignments and duty rosters.
22. Assist with the interview and selection of personnel to be recommended for employment as required.
23. Assist in the coordination of the school's in-service program.
24. Assist in the development of individual professional development plans as required.
25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
26. Provide training programs, assistance and feedback to personnel as required.

ASSISTANT PRINCIPAL (Continued)

27. Assist in developing the master teaching schedule and assign teachers according to identified needs, as assigned by the principal.

School Operations/Delivery Systems

28. Assist the principal with the daily operation of the school.
29. Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
30. Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
31. Assist in developing and monitoring the school budget as assigned.
32. Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
33. Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
34. Coordinate the production of pre - planning materials including handbooks.
35. Conduct student orientation programs.

Student Support Services

36. Assist with student attendance and discipline as assigned.
37. Maintain visibility and accessibility on the school campus.
38. Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
39. Confer with students, parents and teachers to resolve problems and facilitate learning.
40. Assume responsibility for control and direction of pupils related to suspensions from school, suspensions from the bus and school in accordance with board policies and statutes.
41. Assist in establishing guidelines for proper pupil conduct and effective disciplinary procedures and policies for the school.
42. Interpret and enforce the district's *Code of Student Conduct*.
43. Participate in the administration of the school's extracurricular program.
44. Assist in managing and supervising student activity programs.

Personal/Professional Employee Qualities

45. Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
46. Model effective listening and positive interaction skills.
47. Model and maintain high standards of professional conduct.
48. Set high goals and standards for self, others and the organization.
49. Keep abreast of trends and changes in educational programs and procedures.
50. Complete all required reports and maintain all appropriate records.
51. Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

ASSISTANT PRINCIPAL (Continued)

Leadership

52. Participate in the development of plans to meet long - range facility needs at the assigned school.
53. Provide leadership in developing and implementing goals and priorities of the district and school.
54. Implement state statutes, School Board policies and administrative directives.
55. Serve as the administrative head of the school in the absence of the principal as needed.

Perform other tasks consistent with the goals and objectives of this position.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.