

JOB TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Must hold a valid Missouri Administrator Certificate.
2. Minimum of two years teaching experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: Supports the principal in supervision of all personnel assigned to the school.

JOB GOAL: To assist the principal in supervising the total operation of the assigned school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular principal.
3. Assists in safety inspections and safety drill practice activities.
4. Assumes responsibility for transportation, custodial, cafeteria, and other support services as directed by the building principal.
5. Assist the building principal in monitoring student attendance and investigate follow-up actions as needed.
6. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
7. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives as requested by the building principal.
8. Performs such record-keeping functions as the principal may direct.
9. Supervises teachers and departments as assigned by the principal.
10. Updates extra-curricular activities on the website.
11. Coordinate and supervise school activities.
12. Maintains confidential nature of all school-related matters.
13. Performs such other tasks and assumes such other responsibilities as the principal may assign from time to time.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:_____ Date:_____
(Assistant Principal)

Signed:_____ Date:_____
(Principal)