



## ASSISTANT PRINCIPAL *Position Description*

**Title:** Assistant Principal  
**Location:** Pamlico County Schools  
**Terms of Employment:** 10 months, 11 months or 12 months, Full Time  
**Effective Date:**  
**FLSA Status:** Exempt

### Purpose

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

### Qualifications

- Masters' Degree in School Administration
- Must hold or be eligible to hold a North Carolina Professional License in the area of School Administrator.

### Duties and Responsibilities

- Assists to implement student orientation and registration activities
- 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
- 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 as assigned by immediate supervisor

### Skills and Abilities

- Ability to relate to students with mutual respect while carrying out a positive and effective discipline policy
- Ability to communicate effectively
- Ability to use tact when dealing with upset and angry individuals
- Ability to establish and maintain effective working relationships with students, parents, and staff
- Ability to maintain accurate records

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*