

Lauderdale County Schools

Florence, Alabama

Job Description

ASSISTANT PRINCIPAL

Department: Instructional & Business Operations

Reports To: Principal

FLSA Status: Exempt

Contract Days: 202, 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Master's degree in Administrative Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Purpose of Job

To assist with the daily administrative operations of the local school.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists the principal in the overall administration of the school.
- Serves as lead administrator in the absence of the principal.
- Follows all federal, state and local laws and policies.
- Assists in the preparation of scheduling classes and extracurricular activities.
- Works with department heads and faculty in compiling the annual budget requests.
- Requisitions supplies, textbooks and equipment; conducting inventories, maintaining records and checking on receipts for such material.
- Assists with the conducting of safety inspections and safety drill practice activities.
- Work with community groups such as advisory committees, etc.
- Assists in coordinating transportation, custodial, cafeteria and other support services.
- Serves a major role in the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
- Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
- Counsels with students, parents and staff as necessary.
- Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
- Assists in monitoring the effect of school practices and their impact on student learning.

- Assists in providing conceptual guidance for teachers regarding effective classroom practice.
- Assists with the supervision of afterhours school activities.
- Performs other duties as may be assigned by the Principal.

Additional Job Functions

Perform other duties as assigned.

Evaluation

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

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

***All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record. ***