



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **ASSISTANT PRINCIPAL**

REPORTS TO: Principal

JOB DESCRIPTION:

The Assistant Principal's primary responsibility is supervision, discipline, and monitoring of students. The assistant principal, under the direction of the building principal, implements and enforces school board policies, administrative rules and regulations. In the absence of the building principal, the assistant principal shall assume the duties and responsibilities of the building principal. The assistant principal will work cooperatively with the district administrator and administrative team, support district-wide goals and initiatives, and will be held directly accountable to the district administrator.

QUALIFICATIONS:

- High school diploma or equivalent
- Bachelors degree from an accredited institution
- Possess a valid administrative license as required by the State of North Carolina.
- 5 years of successful classroom teaching experience required
- Maintain Licensure & CEUs

ESSENTIAL JOB FUNCTIONS:

- Adheres to and enforces board policy, school guidelines, administrative directives, and district standards
- Enforce guidelines to maintain proper discipline and conduct

- Assists in the development and administration of policies dealing with discipline, conduct, and attendance
- Communicates relevant policies and procedures regarding student discipline, conduct, and attendance to students, staff, and parents
- Works with and assists faculty in the development of effective classroom discipline and organization
- Maintains an effective and safe school environment
- Assists building principal with fire, storm and tornado drills on a regular basis and is able to implement emergency evacuations and lockdowns effectively
- Assists in curriculum development to meet the needs of all students
- Prepares required reports and paperwork such as discipline reports, suspension reports, discrimination complaints, injury reports, parent communications, and other paperwork as assigned
- Works with the building principal in the preparation of appropriate handbooks
- Assists in the selection and mentoring of staff
- Supervises and evaluates certified and paraprofessionals as assigned
- Supervises support services as assigned
- Assists in the development of an instructional budget
- Works as a team member to meet the system-wide needs of the district
- Assists in supervision of special events
- Assists in the care and management of the building and grounds, furniture, equipment, apparatus, books, and supplies
- Performs other duties as assigned by the building principal or district administrator

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.

