JOB DESCRIPTION
Campbell County School District
Assistant Principal

Job Summary
Certified/Professional/Supervision

Assist the principal in providing school-wide leadership and perform administrative and supervisory duties as assigned by the principal.

1. Assist the principal in the overall administration of the school.
2. Serve as principal in the absence of the head principal.
3. Propose schedule of classes and extracurricular activities.
4. Supervises the preparation of student schedules.
5. Works with the principal and selected faculty to complete the school improvement plan.
6. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and checks for receipts for such materials.
7. Assists in the conducting of safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
9. Supervises the reporting and monitoring of student attendance.
10. Assists in maintaining discipline throughout the student body and deals with special cases as necessary.
11. Evaluates assigned personnel.
12. Performs other functions as the principal may direct.

Qualifications

- Current valid educator license with endorsement in Administration and Supervision
- Minimum of a Master's degree in education
- Teacher leadership experience
- Evaluation scores/data indicating effective instruction
- Minimum of 5 years teaching experience
- Evidence of demonstrated student growth, high expectations for all students, and evidence of use of collaboration to improve instruction and student achievement
- Strong written, verbal, interpersonal and technology skills to successfully fulfill the responsibilities of the job
- Professionalism and ability to interact with a variety of personalities of adults
- Adaptability to perform a variety of tasks simultaneously
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- Adaptability to perform a variety of tasks simultaneously

This job description is not solely limited to the duties listed. The employee will be required to follow any other instructions and related duties assigned by the Director of Schools. Campbell County Schools reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have read the job description for Assistant Principal.

Name (Print) Signature Date