



**Job Title:** Assistant Principal

**Supervisor:** Principal

**Terms of Employment:** 210 or 220 days

**Job Summary:**

Position supports the principal by exercising leadership, supervisory, and administrative skills that promote the educational development of each student, the professional development of each staff member, and the overall performance of the school.

**Essential Duties:**

1. Assist the principal in implementing procedures and practices that ensure that the districts vision, mission, shared beliefs, and goals are conceptualized and aligned at the school level.
2. Assist the principal in ensuring that the school and staff give high priority service to students, including taking responsibility for students' academic learning.
3. Assist the principal in monitoring, analyzing, and evaluating the school's student achievement results.
4. Assist the principal in evaluating and appraising the effectiveness of academic programs and the performance of the school staff as related to student achievement results.
5. Assist the principal in coordinating the resources of the school, in supervising all school activities, and in maintaining the safety and welfare of students and employees.
6. Assist the principal in developing an effective communication plan to keep staff members involved and informed about the school and related issues that affect them.
7. Assist the principal in establishing, implementing, and evaluating procedures used to carry out the daily operation of the school.
8. Model professionalism, civility and integrity in all dealings with colleagues, students, staff, parents, and the community.
9. Follow district policies and administrative rules and regulations, as well as state and federal laws and regulations.
10. Commit to continuous professional growth as an individual educator and assist the principal in providing activities that facilitate the professional growth of all school staff members.
11. Assist the principal in maintaining discipline and dealing with special cases as necessary.
12. Assume responsibility for coordinating support services and co-extracurricular services as directed.
13. Assist the principal with the scheduling of classes within established guidelines to meet student needs.
14. Assist the principal in ensuring that accurate school records are kept and safeguarded.

**Other Duties:**

Performs any other related duties as assigned by the principal or other appropriate administrator.

**Job Specifications:**



To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Master's degree in education administration from an accredited university that includes graduate study in school leadership and curriculum development.
2. Valid South Carolina principal's certificate.
3. Five years of successful teaching and/or administrative experience at the elementary, middle, or secondary level.
4. Demonstrated proficiency in written and spoken interpersonal communication.
5. Demonstrated proficiency in the use of technology.
6. Such alternatives to the above qualifications as may be found appropriate and acceptable

**Physical Requirements:**

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. While performing the duties of this job, the employee is regularly required to walk, sit, stand and reach with hands and arms, stoop or kneel, and crouch.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Sufficiently mobile to ensure the safety of students.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 210 - 211

Please click [here](#) for salary scales.



***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***

*Revised 10-28-2025*