

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: ASSISTANT PRINCIPAL**

**CLASS:** Certificated Personnel

**LEVEL:** Assistant Principal

**DEPARTMENT:** School

**SUPERVISOR:** Principal

**SERVICE TYPE:** Certified

**FLSA:** Exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 10-12 Months

**JOB GOAL:**

To serve as the assistant instructional and administrative leader of the school, and to work with staff, students, and community to ensure a high quality instructional program and accomplish the school mission.

**MINIMUM QUALIFICATIONS:**

1. Master's degree and valid certification in teaching and school administration.
2. Verified proof of three (3) years' successful experience as a teacher.
3. Proficient with computers, Microsoft Office software.
4. Background clearance through FBI and ABI processes.
5. Possess and maintain valid Alabama driver's license and BCS insurable driving record required.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Assist in providing effective leadership in planning, developing, implementing, and evaluating the instructional program as assigned.
3. Assist in interpreting and enforcing local, state, and federal policies, regulations and laws.
4. Assist with the evaluation of teachers and support staff as assigned.
5. Assist in improving student attendance; monitor class attendance.
6. Assist with the utilization of computer software programs, specifically Microsoft Office and I-NOW as assigned.
7. Assist with the discipline of students.
8. Interpret policies, including the BCS Code of Conduct, to staff, students and parents as assigned.
10. Assist with the supervision of students.
11. Assist the principal with personnel tasks.
12. Assist the principal in securing, maintaining, and managing material resources.
13. Assist with scheduling and assigning students for classes and instruction.
14. Assist with the supervision of classroom instruction.
15. Assist with the distribution and accounting of textbooks and supplies.
16. Assist with curriculum development and the staff development program; appoint and serve on committees as assigned.
17. Assist with the inspection of the physical plant and grounds and report maintenance/custodial needs.
18. Assist with extra-curricular activities and supervise as directed.

19. Assist with procedures related to the health and safety of staff and students.
20. Assume overall responsibility for the school in the absence of the principal.
21. Be on call when necessary to provide proper building security and building maintenance, and to handle emergency situations.
22. Maintain records, complete reports and work orders, develop plans and other documents; forward documents, if required, to appropriate agencies in a timely manner as directed.
23. Assist with transportation issues as assigned.
24. Conference with students, parents, and employees as assigned.
25. Drive vehicles to accomplish assigned work tasks; promptly report loss of credentials to operate vehicles.

**OTHER JOB RESPONSIBILITIES:**

1. Assume reasonable teaching assignment(s) in the assistant principal's area(s) of certification if assigned.
2. Assume other reasonable and equitable job-related duties as assigned by the supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work assigned hours and additional hours as required.
2. Ability to plan budgets for the school; ability to manage fiscal resources.
3. Comprehensive knowledge of current curriculum and instructional practices for the assigned grades.
4. Ability to plan and supervise effective staff development programs.
5. Basic computer and technology skills; ability to use Microsoft Office software and other software programs utilized by the school.
6. Basic knowledge of federal, state and local programs operational in the school.
7. Ability to plan and supervise the work of others; ability to plan and conduct faculty meetings.
8. Skill in administering the Educate Alabama evaluation program for certified personnel and other evaluation tools as required.
9. Skill in maintaining effective student discipline.
10. Ability to assist in the administration of a complex program; skills in time management.
11. Skills in recruitment, selection, induction, and assignment of personnel.
12. Knowledge of federal, state and local school laws and procedures relating to the programs and operation of the school.
13. Knowledge of law and state and federal mandates related to instructional programs.
14. Knowledge of the Alabama student assessment program and the Alabama Course of Study.
15. Ability to use effective interpersonal and collaborative skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships among colleagues
16. Ability to develop effective working relationships with students, staff, and the school community.
17. Knowledge of BCS Board policies and procedures.
18. Effective oral and written communication and leadership skills.
19. Excellent organizational and administrative skills.
20. Knowledge of first aid procedures.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Able to move about the school to complete required work tasks.
2. Climb stairs, lift moderately heavy items (up to 50 pounds), stoop, bend, kneel, and reach on an occasional basis.

3. Adequate strength, mobility, dexterity, agility, speech and visual and aural acuity to perform required tasks.

**EVALUATION:**

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.