

TITLE: Assistant Principal

QUALIFICATIONS:

1. Tennessee Certificate for Principal (Appropriate Level), or, if certification has not been attained, employee must file a plan of action within 30 days of employment as assistant principal and this shall be reviewed annually by the Director of Schools and Personnel Director.
2. At least three years classroom teaching experience.

REPORTS TO: Principal

SUPERVISES: Staff as assigned by the principal.

JOB GOAL: To assist the principal in fulfilling the responsibilities of promoting the educational well-being of each student in the school.

PERFORMANCE RESPONSIBILITIES:

1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Assists the principal with the administration of the instructional program.
4. Proposes schedules of classes and extracurricular activities.
5. Supervises the preparation of student schedules.
6. Works with department heads and faculty in compiling the annual budget requests.
7. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts of such material.
8. Cooperates in the conducting of safety inspections and safety drill practice activities.
9. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.

10. Supervises the reporting and monitoring of student attendance, and works with attendance supervisor for investigative follow-up actions.
11. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
12. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
13. Administers the student insurance program.
14. Performs such record-keeping functions as the principal may direct.
15. Performs such other tasks and assumes such other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Ten, eleven, or twelve-month year. Salary and work year to be established by the Board and Career Ladder status.

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

Approved by: _____ **Date:** _____

Reviewed and agree to by: _____ **Date:** _____
(Employee)