

**ASSISTANT PRINCIPAL**

**REPORTS TO:** Principal

**ESSENTIAL FUNCTIONS:**

Serves as administrative head of the school in the absence of the Principal.

Supervises employees in school when the Principal is absent from the building.

Administers a program of student discipline and interacts with students to encourage positive performance.

Carries out supervisory responsibilities in accordance with Board policies, rules, regulations, and directives.

Assists with staff evaluation.

Assists in managing building staff, including class schedules and building problems.

Supervises staff attendance and assignment of substitute teachers.

Assists scheduling special events during the school day.

Provides general supervision to students.

Maintains relationships with parents and community.

Assists building Principal in all aspects of building operations.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Valid Class 3 Montana teacher certificate with Principal's endorsement.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from staff, parents, and the general public.

Ability to communicate clearly and concisely both in oral and written form.

Excellent organizational skills to provide effective administration.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the school.

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**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

History

Approved on: June 9, 2010

Revised on: