



Columbia County School District Job Description

Position Title: Assistant Principal		
Department: Instructional Leadership	Evaluation Instrument: LKES	
Pay Grade: Administrative Salary Scale, Grade L, M, or N depending on the school level	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 205 Days, 8 Hours Per Day		
Reports to: School Principal		

MINIMUM QUALIFICATIONS
Hold a Georgia certificate, L5 or higher, in Educational Leadership or be eligible for Leadership certification per GA Professional Standards Commission rules; L6 or higher is preferred. Five years of successful teaching experience is required.
GOAL
Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Articulate a vision and collaboratively work with staff, students, parents and all stakeholders to analyze academic achievement data and instructional programs to develop and to monitor progress of a School Improvement Plan that results in increased student learning; and improved overall school effectiveness. • Plan for and solicit staff, parent, student and stakeholder input to promote effective decision-making and to provide a variety of opportunities for parent and family involvement in school activities, as directed. • Consistently model and actively promote shared decision-making, high expectations, mutual respect and a positive school culture. • Possess the ability to model, promote, and engage students and staff in the integration of technology in student learning activities. • Support, communicate and implement school safety measures and crisis emergency plans to create and sustain a safe, secure, orderly and healthy learning environment consistent with district rules, policies and procedures. • Ensure that all interschool contests and other school-sponsored activities are under the direct and complete control of school administration. • Follow federal, State and local policies and procedures with regard to finances and accountability and reporting for all school funds; and the effective allocation of resources. • Develop and implement a fiscally responsible budget to support the school's mission and goals. • Supervise the proper use and preservation of buildings, grounds, furnishings, equipment and facilities of the school. • Select, assign, support, evaluate and retain high quality instructional and support personnel in accordance with local, State and federal requirements, as directed. • Implement employee evaluation systems fairly and consistently, within required timeframe and format, to document proficiencies and deficiencies; and to provide timely formal and informal feedback. • Recognize and support the achievements of highly-effective teachers and staff; and support professional learning and instructional practices that incorporate the use of achievement data and result in increased student progress. • Foster the success of students by demonstrating professional standards and ethics, engaging in continuous professional development and contributing to the profession. • Model professionalism in appearance, respect, understanding, sensitivity and demeanor. • Allocate resources and time for teachers and staff to participate in professional learning, as directed. • Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position. • Follow work scheduling and attendance requirements in a regular, predictable and punctual manner; and designate a

staff member to assume responsibilities in the absence of the principal.

- Administer regulations affecting scholarship and discipline, and counsel with students as needed.
- Carry out duties in accordance with federal and state laws, Code of Ethics and established state and local school board policies, regulations and practices.
- Communicate effectively and appropriately with students, parents or guardians, District and school personnel, and other stakeholders to foster positive interactions and promote a positive educational climate.
- Fulfill contractual obligations and assigned duties in a timely manner; perform professionally and efficiently other duties as assigned

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 23, 2015