

## MIDDLE SCHOOL ASSOCIATE PRINCIPAL (1020)

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**TITLE:** Middle School Associate Principal

**REPORTS TO:** Middle School Principal

**SUPERVISES:** Personnel assigned to the building

**JOB FUNCTION:** To serve in the capacity of the Principal during the Principal's absence from duty and to aid the Principal in the discharge of his/her duties.

### DUTIES AND RESPONSIBILITIES:

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- Coordinates, supervises, and maintains accurate student attendance and encourages and promotes good student attendance.
- Contacts parents concerning pupil's absences and investigates, with assistance of the Counselors, the cause of this behavior.
- Coordinates and supervises the purchase, use, and maintenance of all audio-visual equipment and all other mechanical teaching devices.
- Administers the state textbook program.
- Assists teachers in securing teaching materials and textbook aids.
- Responsible for general supervision of building, grounds, and maintenance of same.
- Requires students to pay for all school and personal property damage.
- Assists and coordinates with the Middle School Principal, all co-curricular activities.
- Assists new teachers in acclimating themselves to school routines.
- Acquaints all teachers with all teaching aids and devices.

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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Assists in the evaluation and improvement of curriculum and classroom instruction.
- Assists and coordinates, with the Middle School Principal and Counselors, all counseling activities and the total testing program.
- Assists the Principal in creating the master schedule.
- Coordinates, supervises, and recommends, with the assistance of the Principal, the scheduling and placement of individual students by the Counselors as approved by the Principal or Associate Principal.
- Handles discipline in school per SBDM policies.
- Handles all paperwork and monitoring of Safe Schools program.
- Assists in preparing reports as required by the District.
- Assists in the development and organization of the curriculum
- Participates in curriculum study and revision
- Assists in the enforcement of all school policies, rules, and safety regulations.
- Maintains regular attendance.
- Performs other duties as assigned.

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### PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

### EDUCATION AND EXPERIENCE:

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- Master's Degree
- Kentucky Certification as a Middle School Principal
- Three (3) years of successful teaching experience at the elementary, middle or secondary school level.
- Must exhibit a knowledge of Kentucky assessments and SBDM management and leadership ability; ability to motivate and work cooperatively with diverse populations, particularly with teachers, classified personnel, parents and school administrators; ability to budget and use time efficiently; ability to effectively manage human, physical and fiscal resources; ability to plan effectively.

### LICENSES AND OTHER REQUIREMENTS:

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- Kentucky Teaching Certificate and Kentucky Certification as a Middle School Principal

*Original Date:* \_\_\_\_\_

*Revision Date:* 02/1995

*Revision Date:* 07/2012