

ASSISTANT PRINCIPAL

- TITLE:** Assistant Principal
- REPORTS TO:** Principal
- SUPERVISES:** Assigned Staff
- JOB FUNCTION:** Serves as educational leader, supporting the principal and providing leadership to the SBDM Council. Assumes responsibilities as designated by the school principal. Adheres to educational policies, mandates, and school plans to affect and supervise school programs and student academic and social-emotional development.

MEASURES OF SUCCESS:

- Increase in student achievement and growth:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Closing achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family, and community engagement

DUTIES AND RESPONSIBILITIES:

- Assists the principal in instructional and operational responsibilities.
- Supervises and evaluates certified and classified personnel as assigned by the principal.
- Serves as the building supervisor during the Principal's absence from duty and assists the Principal in the implementation of the roles and responsibilities of the school administrator.
- Analyzes data to inform decisions about curriculum, instruction and assessment in order to increase student achievement.
- Communicates openly and often with the principal and all other staff members.

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- Serves as a communication link between school and home.
- Assumes a leadership role with the SBDM Council, as appropriate, in addressing areas within the realm of council authority.
- Directs and assists in preparing all reports required through assigned responsibilities.
- Ensures the observation of all federal, state, district and school policies, procedures and safety regulations.
- Assists in the supervision of the student-teacher and new employee induction programs.
- Participates in establishing and maintaining community relations, including the use of the school facility
- Cooperates as a consultant and advisor to the central administrative staff and supervisory personnel as required
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- 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

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EDUCATION AND EXPERIENCE:

- Master's Degree
- Three (3) years of successful teaching experience

LICENSES AND OTHER REQUIREMENTS:

- Kentucky Certification as School Principal

Original Date: March 2022

Administrative Level: HS level 6,

MS level 5, Elem level 4