

**MACON COUNTY SCHOOLS**  
**ASSISTANT PRINCIPAL, HIGH SCHOOL**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
- (3) Minimum of three (3) years classroom teaching experience and/or administrative experience.
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, regulations and policies governing education in state and county. Knowledge of curriculum and instructional programs and best practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process. Ability to work with diverse populations. Proactive orientation. Knowledge of special educational mandates.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the system.

**SUPERVISES:**

Professional and support staff members as assigned by principal

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist the principal in providing leadership, direction, and oversight for the administrative and instructional functions of the school.
- \* (2) Assist in developing a school curriculum guide to be utilized by students as they register for classes.
- \* (3) Assist in developing a process for registration and monitor its implementation.
- \* (4) Assist in coordinating the school's accreditation programs.
- \* (5) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- \* (6) Oversee the administration of all testing programs at the school.
- \* (7) Oversee the dropout prevention program.
- \* (8) Assist principal with interviews and selection of personnel.
- \* (9) Assist in providing teachers and students with a safe and secure teaching/learning environment.

## ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)

- \* (10) Supervise extracurricular activities.
- \* (11) Work with staff to establish a plan for personal and professional growth.
- \* (12) Provide curriculum and instructional leadership.
- \* (13) Seek and support school business partners.
- \* (14) Demonstrate a proactive orientation in recognizing and solving school problems.
- \* (15) Anticipate potential problems in planning and implementing programs and activities.
- \* (16) Assist in the development and implementation of the School Improvement Plan.
- \* (17) Evaluate course offerings to ensure that student needs are considered and met.
- \* (18) Conduct needs assessment to determine an appropriate program for professional growth.
- \* (19) Assist in coordinating the school technology plan.
- \* (20) Assist in monitoring curriculum and instructional implementation to determine that system and state guidelines are met.
- \* (21) Assist in monitoring ESE programs and ascertain that all state and federal guidelines and statutes are followed.
- \* (22) Assist in monitoring substitute teacher selection and assignments.
- \* (23) Assist principal in developing personnel assignments and duty rosters.
- \* (24) Organize safety drills and submit reports.
- \* (25) Assist in supervising facilities and grounds operation.
- \* (26) Submit and follow up on work orders or assist in overseeing the process.
- \* (27) Prepare or oversee the preparation of required reports.
- \* (28) Assist in preparing and managing the school textbook and instructional resource budget.
- \* (29) Develop schedules for facility utilization by the community.
- \* (30) Assist in monitoring effectiveness of guidance functions and practices.
- \* (31) Assist in developing, implementing, and monitoring a school-wide attendance plan.
- \* (32) Assist in coordinating schedules for extracurricular activities.
- \* (33) Assist in developing and monitoring an inservice program which meets the needs for professional growth.
- \* (34) Seek to improve skills and knowledge through inservice and other professional development activities.
- \* (35) Set high standards of performance for self, others, and school.
- \* (36) Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
- \* (37) Work with coaches and athletic director to develop and maintain a sound athletic program.
- \* (38) Confer with students, parents, and teachers to resolve problems which inhibit learning.
- \* (39) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (40) Maintain visibility in areas of the school with high potential for disruptions.
- \* (41) Support and attend community functions.
- \* (42) Assist in preparing and disseminating newsletters, memos, and letters.
- \* (43) Use effective strategies to communicate with a variety of audiences.
- \* (44) Make presentations to faculty, students, and parents as requested by the principal.
- \* (45) Assist with the induction of beginning teachers and monitor progress.
- \* (46) Seek advice on topics and/or functions which reach beyond acquired level of expertise.
- \* (47) Coordinate programs for pre-interns and interns from the university.
- \* (48) Participate in parent organization meetings.

**ASSISTANT PRINCIPAL, HIGH SCHOOL (Continued)**

- \*(49) Promote an effective public relations program through newsletters, parent/teacher conferences and meetings.
- \*(50) Utilize county staff for problem resolution when appropriate.
- \*(51) Exhibit confidence and commitment to the vision and mission of the school and system.
- \*(52) Assist principal in establishing procedures to be used in the event of school crises and provide leadership in the event of such incidents.
- \*(53) Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
- \*(54) Deal effectively and appropriately with abuse situations.
- \*(55) Investigate student accidents and other incidents and take appropriate action.
- (56) Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities