

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Assistant Principal

TITLE OF SUPERVISOR: Principal

SUPERVISES: Professional and Nonprofessional Personnel and Students

GENERAL RESPONSIBILITIES:

Serves in conjunction with building principal in any and all aspects of administration, instructional leadership, supervision and management of the school.

SALARY: Salary is reflective of the Yazoo County School District salary schedule.

QUALIFICATIONS: Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning and hold a valid Mississippi Teacher's License with Administrator endorsement.

DESCRIPTION OF DUTIES:

1. Assumes role of the principal in absence of principal; assists school-level implementation of the school district instructional management plan;
2. Works in cooperation with principal to supervise methods, materials, and techniques used by teachers; assists in supervision of other professional staff;
3. Monitors classroom instruction for quality teaching and student achievement;
4. Conducts follow-up conferences with teachers to discuss classroom observation findings as designated;
5. Attends all in-district professional development sessions;
6. Monitors teacher grade level meetings when designated;
7. Performs teacher evaluations; trains and supervises non-certified personnel as directed;
8. Maintains open communication between school, parents, community groups, agencies, and patrons; promotes school and programs in community; encourages and plans for parent and community involvement in school activities; supervises use of building and facilities;

9. Helps to ensure effective and harmonious learning atmosphere; disseminates needed information; responds to staff requests, complaints, grievances, etc., counsels staff members regarding work-related problems;
10. Assists in selection, orientation, and assignment of new employees to school; maintains necessary personnel records, assists in employment of substitute teachers; assists in preparation of duty schedules to ensure adequate supervision of students;
11. Assists teachers and others in maintenance of proper student discipline at school and on the school bus; counsels individual students; confers with parents; administers discipline as appropriate; reports disciplinary action as required by policy;
12. Aids supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment, buildings and grounds; provides for distribution, storage, care, repair, and inventory of school textbooks, supplies, materials, and equipment; and oversees building safety;
13. Assists in development of and enforces school district and building policies, rules, regulations, and procedures;
14. Assists in supervision of students as designated throughout the educational setting;
15. Assists in supervising special and co-curricular activities;
16. Implements all components of the Administrator Growth Rubric;
17. Performs any other duties as assigned by the principal.

REVISED AND UPDATED JULY 2, 2018