



EMPLOYEE NAME: \_\_\_\_\_

Revised: 9/88; 11/88; 6/92; 1/94; 2/94; 5/95; 2/97; 3/01; 6/04; 11/09; 10/12; 4/13; 12/15; 6/18; 10/18

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Principal, Elementary	<b>JOB CODE:</b> 615D
<b>DIVISION:</b> Leadership	<b>SALARY SCHEDULE:</b> Assistant Principal
<b>DEPARTMENT:</b> Leadership	<b>WORK DAYS:</b> 208
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CAE (5, 6, 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Assists the principal to provide effective leadership and guidance in the operations of the school.	

**REQUIREMENTS:**

1.	Educational Level: Master’s Degree required. A Master’s Degree in Educational Leadership is preferred, but a Master Degree in another education field with completion of an Educational Leadership program within 3 years will be considered
2.	Certification/License Required: Valid Georgia Educational Leadership Certificate at level 5 or meets qualifications for NL-5; passing score on the GACE Georgia Ethics for Educational Leadership – Program Entry (370) Assessment ( <a href="http://gace.ets.org/">http://gace.ets.org/</a> )
3.	Experience: Minimum of three (3) years successful educational experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, leadership, organizational and interpersonal skills, computer competence, instructional strategies that connect the curriculum to the learners, student management

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Assumes responsibility in the absence of the principal.
3.	Assists in the enforcement of policies concerning student discipline and attendance.
4.	Keeps the principal apprised of activities, situations, and developments that affect the school operation.
5.	Assists in the supervision, observation and evaluation of staff.
6.	Assists with directing and improving curriculum and instruction.
7.	Assists with the organization and implementation of staff development.
8.	Assists in the supervision of the extracurricular program.
9.	Assists with safeguarding the health, safety and welfare of students.
10.	Supervises student activities, assemblies and other activities.
11.	Assists with the maintenance and operations of the school facility.
12.	Assists in organizing student activities.
13.	Assists with the supervision of student orientation, registration, and scheduling.
14.	Assists with the administration and supervision of the total school program in accordance with applicable regulations.
15.	Serves as a member or facilitator of District Student Disciplinary Due Process Hearing panels, as needed.
16.	Assists with the financial operation of the school, as needed.
17.	Demonstrates consistent appropriate fiscal management of funds.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_