JOB DESCRIPTION

**POSITION TITLE:** Assistant Principal/Vocational Supervisor, High School  
**JOB CODE:** 615B

**DIVISION:** Leadership  
**SALARY SCHEDULE:** Assistant Principal

**DEPARTMENT:** Leadership  
**WORK DAYS:** 208

**REPORTS TO:** Principal  
**PAY GRADE:** CAH (5, 6, or 7)

**FLSA:** Exempt  
**PAY FREQUENCY:** Monthly

**PRIMARY FUNCTION:** Assists the principal to provide effective leadership and guidance in the operations of the school.

**REQUIREMENTS:**

1. **Educational Level:** Master Degree in Educational Leadership required, or Master Degree in other education field which requires completion of an Educational Leadership program within 5 years

2. **Certification/License Required:** Valid Georgia Educational Leadership Certificate at level 5 or higher or meets qualifications for NPL-5 and passing score on the GACE Educational Leadership Assessment

3. **Experience:** 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. **Assists the principal in the selection of qualified vocational teachers.**

3. **Enforces policies concerning student discipline, attendance, and extra-curricular activities.**

4. **Appropriately directs and evaluates teachers and staff.**

5. **Coordinates vocational program offerings with other programs.**

6. **Assists vocational teachers with improvement of instruction, laboratory organization, and discipline.**

7. **Completes all forms, reports, and planning documents as required by state and local policies and procedures.**

8. **Monitors expenditures and accounting of funds designated for use in vocational education programs.**

9. **Assists with safeguarding the health, safety, and welfare of students.**

10. **Assists with administration of the total school program; assists with the maintenance and operations of the school facility; assists teachers and counselor in student orientation, recruitment, placement for vocational program.**

11. **Inventories and makes provisions to purchase and maintain equipment and materials for vocational program.**

12. **Performs other duties as assigned by appropriate administrator.**

Signature of Employee ___________________________ Date ________________

Signature of Supervisor ___________________________ Date ________________