

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS: 1. Master's degree in an approved program for secondary principal certification.
2. A minimum of four years teaching experience at the secondary level and coaching/activity director or leader.

REPORTS TO: Principal

SUPERVISES: Staff members designated by the Principal

Performance Responsibilities

1. Demonstrated ability to work with others in a positive manner.
2. Excellent organizational and time management skills.
3. Excellent written and verbal communication skills.
4. Demonstrated ability to use a computer for word processing, spreadsheets and data entry.
5. Knowledge of the best educational practices at the secondary level, current research on secondary education and co-curricular activities.
6. Knowledge of state law with regard to activities.

TERMS OF EMPLOYMENT: Contract. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Administrator Evaluation (AFB-EE).

(Adoption date: June 14, 1982)

(Revision date: February 28, 2005)

(Review date: January 26, 2009)