



JOB TITLE	DEPARTMENT	REPORTS TO
Assistant Principal	School Based	Principal

Position No: 73008, 73009, 73010	Length of Work Year: 11, or 12 Months
Salary Schedule: AD04, AD05, AD06, AD07	Date Approved: 1/28/97
FSLA: Exempt	Date Revised: 8/15/15, 3/26/19

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Minimum 3 years of successful teaching experience. 2. Master's Degree in Educational Leadership OR Master's Degree in other content area and courses for Certification in Educational Leadership. 3. Educational Leadership K-12 on teaching certificate. 4. Completion of an Aspiring Administration program. 5. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Assumes the duties and responsibilities of the Principal in his/her absence or inability to function. 2. Assists in the development and monitoring of the instructional programs. 3. Assists in the observation and/or evaluation of assigned instructional and non-instructional school personnel. 4. Assists in the daily supervision of the school facilities for both academic and non-academic purposes to ensure the safety of students and faculty. 5. Informs the Principal of events and activities of an unusual nature as well as routine matters related to the Principal's accountability. 6. Responds to written and oral requests for information. 7. Serves as a member of committees and attends meetings as the Principal shall direct. 8. Purchases, receives, distributes and maintains inventory for supplies (textbooks, etc.), equipment, and furniture as needed for instructional and non-instructional personnel. 9. Maintains relationships with staff, students and parents to create a positive school climate. 10. Prepares and maintains required records and reports for data analysis. 11. Assists in establishing guides for proper student conduct and maintaining student discipline. Discusses and resolves individual student problems. 12. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs. 13. Assists in establishing and maintaining an effective learning climate in the school. 14. Follow district policies and procedures related to human resources, finances, curriculum initiatives. 15. Performs other duties as designated by the Principal.
PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.