

**Eufaula School District
Position Description**

POSITION TITLE: Assistant Principal

Reports to: Principal, Superintendent

SUMMARY: Assists the Principal with leadership, direction, supervision, operations and accountability at the assigned school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Assists in maintaining an effective learning climate in the school.
- Plans, organizes, and directs implementation of school activities
- Works with various members of the central administrative staff on school problems such as transportation and special services.
- Interprets and enforces district policies and administrative regulations.
- Assists in budgeting school time to provide for the efficient conduct of school instruction and business.
- Assists in the development, determination of appropriateness, and monitoring of the school's instructional program.
- Schedules classes within established guides to meet student needs.
- Established guides for proper student conduct and maintaining student discipline.
- Participates in the selection and supervision of all professional, paraprofessional, administrative, and non-professional personnel attached to the school.
- Participates professionally in the fair assessment of support personnel including recommending according to established procedures the removal of any staff member whose work is unsatisfactory.
- Supervises the daily use of the school facilities for both academic and nonacademic purposes.
- Plans and supervises fire drills and an emergency preparedness program.
- Monitors funds generated by student activities.
- Participates in preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration and supervises the maintenance of all required building records and reports.
- Assists in supervising the maintenance of accurate records on the progress and attendance of students.
- Keeps the principal informed of school activities and problems.
- Keeps his/her supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Assists in creating partnerships with parents and community.
- Address building management concerns by working with custodial staff, office staff, teachers and district staff.

- Maintains active relationships with students and parents.
- Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and athletic events associated with assistant principal's site.
- Makes arrangements for special conferences between parents and teachers.
- Assumes responsibility for his/her own professional growth.

SUPERVISORY RESPONSIBILITIES:

Jointly supervises staff under the guidance and supervision of the Principal. Carries out responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, recommending employment, and training employees, planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability requires.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to develop effective working relationships with the community, staff and students. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.