

**Greenwood School District 50
Position Description**

POSITION TITLE: Assistant Principal

Department:

Reports To: Principal

Prepared by:

Date:

Approved by:

Date:

SUMMARY: Relieves the principal of such impediments that prevent him from fulfilling his chief responsibility of promoting the educational well being of each student in the school.

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

- ⇒ Assists the principal in the overall administration of the school.
- ⇒ Serves as principal in the absence of the regular principal.
- ⇒ Proposes schedules of classes and extracurricular activities.
- ⇒ Supervises the preparation of student schedules.
- ⇒ Works with department heads and faculty in compiling the annual budget request.
- ⇒ Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
- ⇒ Cooperates in the conducting of safety inspections and safety drill practice activities.
- ⇒ Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
- ⇒ Supervises the reporting and monitoring of student attendance supervisor for investigative follow-up actions.
- ⇒ Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- ⇒ Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- ⇒ Administers the student insurance program.
- ⇒ Performs such record-keeping functions as the principal may direct.
- ⇒ Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

SUPERVISORY RESPONSIBILITIES:

Manages employees in the school when the principal is absence. Is responsible for the overall direction, coordination, and evaluation of the school in the principal's absence.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; disciplining students; 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 listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Valid S.C. Principal's Certificate, degree in public school administration, Master's degree or higher and minimum 5 years teaching experience.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to respond to common inquires or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and 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.