

## **TRUSSVILLE CITY SCHOOLS JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal

**QUALIFICATIONS:** State administration certificate in area of instructional responsibility

**JOB GOAL:** To serve as the professional assistant leader of the school, to work under the direction of the principal, with staff, students, and community to ensure a high-quality educational program, and to formulate and accomplish the school mission. The Assistant Principal will provide leadership in an environment of high expectations for staff and students.

**REPORTS TO:** Principal

**EVALUATION:** Trussville City Board of Education Personnel Plan

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in providing effective leadership in planning, developing, implementing, and evaluating the instructional program.
2. Assists in interpreting and implementing federal and state laws and state and local board policies.
3. Assists the principal in personnel functions.
4. Assists the principal in securing maintaining, and managing material resources.
5. Assists in preparing and administering the school budget and supervising school finances.
6. Assists the principal in assuming responsibility for scheduling.
7. Assists the principal with school discipline.
8. Assists in ensuring that students receive appropriate placement and services.
9. Supervises the faculty, staff, and students at assigned school.
10. Demonstrates proficiency in written and oral communication.
11. Assists in providing professional growth for staff.
12. Assists in communicating and clarifying the school's mission to students,

staff, and community.

13. Assists in providing a safe, orderly environment that facilitates teaching and learning.
14. Assists in providing a climate of high expectations for staff and students.
15. Assists in supervising, observing, and evaluating teachers and staff.
16. Plans and accomplishes personal professional growth and demonstrates professional ethics.
17. Maintains proper certification by attending college, workshops, and/or professional development courses.
18. Performs other assigned duties as requested by the supervisor.

Board Approved: July 12, 2005