

**POWELL COUNTY SCHOOLS  
JOB DESCRIPTION**

**POSITION TITLE:** Assistant Principal

**REPORTS TO:** Principal

**SUPERVISES:** School personnel assigned by Principal

**BASIC FUNCTION:**

Serves as an assistant to the principal to fulfill responsibilities in regards to personnel, curriculum, discipline, attendance, extra-curricular activities, and other functions as directed.

**REPRESENTATIVE DUTIES:**

The terms of employment are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance;
- Assume the duties of the Principal when the Principal is out of the building;
- As delegated, manage the instructional program in a manner that exhibits competencies which result in teaching and learning being priorities and school improvement constantly occurring;
- Actively monitor instruction through walkthroughs/units/lesson plan review and benchmark assessments;
- Implement a Positive Behavior Support program;
- Support school staff in classroom management;
- Ensure backward design units are created and reviewed/revised regularly;
- Enforce board policies, school policies, rules, and safety regulations;
- Develop a decision-making and communication structure that assures effective planning, communication, and problem solving with areas of responsibility;
- Provide opportunities for each faculty and staff member to grow, develop, and experience success;
- Assist in managing faculty and staff in a manner which utilizes talent effectively; creating a healthy school climate;
- Observe the performance-formative evaluation-of certified employees under the principal's direction. If necessary, write prescription for improvement of performance;
- Conduct Summative Evaluation within state and local Board Policies;
- Complete accurate personnel records, and forwards them to appropriate persons on a timely basis as requested;
- Ensure student conduct/attendance/personal problems are handled effectively, reasonably and positively;
- Provide an effective support system for students with learning and/or behavior problems which leads to the development of a systematic program to reduce absenteeism;
- Assist in operating the school in an efficient and cost-effective manner by planning and managing, as directed, financial and material resources;
- Adhere to proper accounting procedures in regards to purchase orders and bookkeeping;
- Provide written communications written so intended audiences can understand the contents and that demonstrate competent writing skills, editing skills, etc.;

- Receive information, formally and informally, about the needs and concerns of the various publics and respond in a reasonable and fair manner;
- As directed, supervise support services, co-curricular activities, and athletic programs to assure optimum contributions to the total program of the school;
- Demonstrate time management skills which accomplish required volume of work on time;
- Meet deadlines, tasks, and scheduled events on time and without frequent reminders;
- Perform others related duties as assigned by the principal or district administration.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Kentucky laws relation to all areas of instruction, supervision, and school governance;
- District policies and procedures to effectively carry out job duties;
- Kentucky assessment requirements;
- Best practices in education and special education;
- Effective leadership in the areas of human, physical, and fiscal resources;
- Current evaluation systems;
- Confidentiality laws.

### **ABILITY TO:**

- Locate information from local, state, and federal departments;
- Communicate effectively in both oral and written communications;
- Collaborate with district and school staff;
- Define problems, collect data, establish facts, and draw valid conclusions.
- Demonstrate positive, professional relationships with district personnel, parents, and community members;
- Motivate and work cooperatively with diverse populations;
- Put the needs of the students first while balancing the needs of other stakeholders;
- Budget effectively and efficiently;
- Plan effectively;
- Work cooperatively with others.

### **PHYSICAL DEMANDS:**

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting, crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light to heavyweights.

### **EVALUATION:**

- Annual development of Professional Growth Plan.
- Evaluated annually by the Principal in accordance with principal standards.

**EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Kentucky Principal certification
- Four (4) years successful teaching experience preferred

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
<b>Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.</b>	

Employee Signature:	Date:
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