

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### ASSISTANT PRINCIPAL

#### QUALIFICATIONS:

1. Current Professional teaching certificate with certification in Administration and Supervision or certification in Educational Leadership.
2. At least five years teaching experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** Personnel designated by the Superintendent

#### POSITION GOALS

Assist in administering a sound and effective school program. Uses leadership, supervisory, and administrative skills so as to promote the educational development of each student.

#### PERFORMANCE RESPONSIBILITIES:

1. Assists principal in over-all administration of the school.
2. Serves as acting principal in the absence of the principal.
3. Informs and advises the principal on matters of general operation of the school. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
4. Assists the principal in maintaining and developing good public relations and student and staff morale.
5. Assists in organization of a student council and other club activities. Assumes leadership in the direction of the school's athletic and extracurricular activities. Attends special events held to recognize student achievement and school sponsored activities, functions and athletic events.
6. Assists in the development of the master class schedule. Proposes schedules of classes and extracurricular activities. Supervises the preparation of student schedules.
7. Assists the principal in carrying out assigned duties involving student activities, curriculum, discipline, buildings and grounds, inventory of property, and supervision of assigned personnel. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such materials.

8. Assist the principal in drafting and implementing general school policies and regulations. Supervises the reporting and monitoring of student attendance. Administers the student insurance program.
9. Cooperates in the conducting of safety inspections and safety drill practice activities.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary. Supervises control over student disciplinary files. Makes recommendations on updating disciplinary and other forms dealing with Student Code of Conduct.
11. Assists principal in responsibility for care and protection of all School Board property and facilities.
12. Keeps abreast of legal requirements and proposed changes and provides advice to the Principal as to their effect on the school system. Maintains contact with other districts in Florida and other states to share and receive information on good programs and practices.
13. Assists the Principal in organizational analysis and development.
14. Prepares and submits applications, reports, schedules, surveys, projects, statements, etc., as required by schools, district, state and federal agencies or requested by the Principal. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
15. Recommends policies and standards affecting school procedures to the principal. Assists in upholding and enforcing school rules, administrative regulations and Board policy.
16. Evaluates annually the total school program and reports to the Principal.
17. Performs other duties assigned by the Principal.

**TERMS OF EMPLOYMENT:** Twelve months. Salary to be based on the Board adopted administrative salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually by the Principal in accordance with the Board Policy for the evaluation of administrative personnel.