

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL (AAP)

QUALIFICATIONS:

1. Masters' Degree with certification in Administration and Supervision or certification in Educational Leadership.
2. At least five years' teaching experience
3. Must have previously served a minimum of two years as a Teacher on Special Assignment, (TSA) as an assistant to a principal. This position may be allowed in school that does not qualify under the staffing plan to have an assistant principal position.
4. Such alternatives to the about qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: Personnel designated by the principal

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 the administration of the school.
2. Serves as acting principal in the absence of the principal.
3. Informs and advises the principal on matter of general operation of the school. Assists in 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 extra-curricular activities. Attends special events held to recognize student achievement and school sponsored activities, functions and athletic events.
6. Assist in the development of the master class schedule. Proposes schedules of classes and extra-curricular activities. Help with 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. Conducts inventories and maintains records for such purchases as necessary.
8. Assists the principal in drafting and implementing general school policies and regulations.
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. Makes recommendations on updating disciplinary and other forms dealing with student conduct. Assists with annually reviewing the 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 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 directed 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. 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 evaluation of administrative personnel.