

Policy GFBCA: Job Description: Assistant Principal

Status: DRAFT

Original Adopted Date: 10/21/2002 | **Last Reviewed Date:** 10/21/2002

Job Description: Assistant Principal

QUALIFICATIONS:

1. Master's Degree
2. AA Certification in Administration and Supervision
3. Two years teaching experience
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Principal

JOB GOAL:

To assist with the organizing and implementing of all educational supporting activities of the school.

DUTIES AND RESPONSIBILITIES:

1. Discipline
2. Attendance
3. Supervision of Instruction

JOB DUTIES:

1. To control student movement between classes
2. To supervise students
3. To assist principal at all extra-curricular activities
4. To supervise maids custodians and other workers to insure cleanliness of buildings and grounds for the school day
5. ~~To prepare a list of students absent each day and call the parents of these students~~ Ensure a consistent and effective procedure for notifying parents of student absences.
6. To notify, as soon as possible, the parents/guardian of any student that leaves school without permission
7. To assist teachers with discipline problems
8. To evaluate teachers and staff
9. To perform other duties as the principal may assign
10. Ability to lift and carry a minimum of 25 lbs as needed.

TERMS OF EMPLOYMENT:

To be employed 10 ½ months per year. Salary and work year to be established by Board policy GGBA.

EVALUATION:

Performance in the position will be evaluated annually, by the Principal in accordance with the provisions of the Board's policy on evaluation.
