**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE**: Assistant Principal

**TITLE OF SUPERVISOR**: Principal

**SUPERVISES**: Professional and Nonprofessional Personnel and Students

**GENERAL RESP RESPONSIBILITIES:** Serves in conjunction with building principal in

any and all aspects of administration, instructional leadership,

supervision and management of the school.

**SALARY**: Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:** Completion of an approved master's, specialist, or doctoral degree in educational administration/leadership from a state-approved or regionally/nationally accredited institution of higher learning and hold a valid Mississippi Teacher’s License with Administrator endorsement.

**DESCRIPTION OF DUTIES:**

1. Assumes role of the principal in absence of principal; assists school-level implementation of the school district instructional management plan.

2. Works in cooperation with principal to supervise methods, materials, and techniques used by teachers; assists in supervision of other professional staff.

3. Monitors classroom instruction for quality teaching and student achievement.

4. Conducts follow-up conferences with teachers to discuss classroom observation findings as designated.

5. Attends all in-district professional development sessions.

6. Monitors teacher grade level meetings when designated.

7. Performs teacher evaluation; trains and supervises non-certified personnel as directed.

8. Maintains open communication between school, parents, community groups, agencies, and patrons; promotes school and programs in community; encourages and plans for parent and community involvement in school activities; supervises use of building and facilities.

9. Helps to ensure effective and harmonious learning atmosphere; disseminates needed

information; responds to staff requests, complaints, grievances, etc., counsel’s staff members

regarding work-related problems.

10. Assists in selection and orientation, and assignment of new employees to school; maintains

necessary personnel records, assists in employment of substitute teachers; assists in

preparation of duty schedules to ensure adequate supervision of students.

11. Assists teachers and others in maintenance of proper student discipline at school and on the

school bus; counsels individual students; confers with parents; administers discipline as

appropriate; reports disciplinary action as required by policy.

12. Aids supervision of operation, safety, cleanliness, appropriateness, and upkeep of equipment,

buildings and grounds; provides for distribution, storage, care, repair, and inventory of school

textbooks, supplies, materials, and equipment; and oversees building safety.

13. Assists in development of and enforces school district and building policies, rules,

regulations, and procedures.

14. Assists in supervision of students as designated throughout the educational setting.

15. Assists in supervising special and co-curricular activities.

16. Performs any other duties as assigned by the principal.