

Hyde County Schools

Assistant Principal

POSITION SUMMARY

Under the direction of the principal, serves as an educational leader and assist the principal in the planning, coordination, and directing of activities and programs related to the administration of one or more schools.

MINIMUM QUALIFICATIONS

- Minimum of Master's Degree with successful teaching experience
- Must hold or be eligible to hold a valid North Carolina Professional Educator's License as School Administrator-Principal.

DUTIES AND RESPONSIBILITIES

- Supports the principal in activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Supports the principal in identifying the annual objectives for the instructional, extracurricular, and athletic programs of the school.
- Supports the principal in ensuring that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.
- Assists in the implementation of student orientation, registration and scheduling
- Assists in ensuring that the district mission statement is carried out and that the School Improvement Plan is adhered to by all stakeholders of the school
- Assists in the evaluation of the school program and of staff and assists to initiate needed improvements by using the evaluation instrument, adopted by the State of North Carolina
- Assists the principal in involving the staff in setting budget priorities
- Acts to upgrade own professional knowledge and skills
- Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program
- Uses and promotes technological tools
- Assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community
- Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community
- Assist in supervising and maintaining auxiliary services and uses community resources to supplement the school program
- Promotes and maintains open communications, promotes positive student attitudes respects dignity, worth of staff, students and complies with established lines of authority
- Assists in completion of records and reports in the supervision and inventory of necessary supplies, textbooks, equipment and materials
- Performs other duties and responsibilities as assigned by the supervisor

SALARY: North Carolina State Salary Schedule (www.ncpublicschools.org) plus Local Supplement

EMPLOYMENT TERM

- 11 months
- Full-time with benefits

PHYSICAL AND COGNITIVE REQUIREMENTS

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complains
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural difference among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment required to effectively and efficiently meet the requirements of the position

This Position Reports Directly To: Principal

FSLA Status: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.