

**MACON COUNTY SCHOOLS**  
**ASSISTANT PRINCIPAL, MIDDLE SCHOOL**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
- (3) Minimum of three (3) years classroom teaching experience.
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of laws, regulations and policies governing education in Alabama. Knowledge of curriculum and instructional programs and best practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Ability to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize. Ability to use data in the decision-making process. Ability to use the computer. Ability to work with diverse populations.

**REPORTS TO:**

Principal

**JOB GOAL**

To assist the principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the system.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in development, implementation, and assessment of the instructional program for all students.
- \* (2) Assist in the development of the master schedule for student/teacher assignment.
- \* (3) Assist the principal in appraisal of teachers' and other staff members' performance level.
- \* (4) Assist in evaluating guidance services and practices.
- \* (5) Assist in developing guidelines for student conduct and implement appropriate disciplinary procedures to assure a safe and appropriate learning/teaching environment.
- \* (6) Oversee the administration of the testing programs at the school.
- \* (7) Assist in developing and implementing a school-wide attendance plan.
- \* (8) Assist the principal in the selection of school personnel as requested.
- \* (9) Promote safety procedures and practices.
- \* (10) Supervise bus loading and unloading.
- \* (11) Assist in the supervision of all extracurricular activities.
- \* (12) Be proactive in recognizing and solving school concerns and problems.
- \* (13) Anticipate problems as plans are developed.

## ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- \* (14) Use current research, performance data and feedback from teachers, parents and students to make decisions on program change and/or modification.
- \* (15) Assist in the development, implementation, and evaluation of the School Improvement Plan.
- \* (16) Utilize data effectively in decision-making.
- \* (17) Assist in assessing staff development needs of school personnel.
- \* (18) Assist in providing supervision and oversight for substitute teachers.
- \* (19) Assist the principal in maintaining appropriate inventory records for equipment, textbooks, and materials.
- \* (20) Coordinate facility maintenance and safety records.
- \* (21) Assist in monitoring school budget as directed by the principal.
- \* (22) Assist the principal in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- \* (23) Delegate responsibilities to appropriate staff members.
- \* (24) Provide training opportunities and feedback to school personnel as assigned by the principal.
- \* (25) Promote staff development activities with focus on the needs of the staff,
- \* (26) Maintain involvement in programs for professional growth and development.
- \* (27) Attend system conferences, inservices, and workshops to keep current in educational practices.
- \* (28) Model and maintain high standards of professional conduct.
- \* (29) Set high standards and expectations for self, others, and school.
- \* (30) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \* (31) Adjust strategies to accommodate unexpected situations.
- \* (32) Confer with students, parents, and teachers to resolve problems which inhibit learning.
- \* (33) Communicate effectively with all stakeholders.
- \* (34) Maintain visibility and accessibility on the school campus and at school-related activities and events.
- \* (35) Communicate effectively orally and in writing with a variety of individuals and groups.
- \* (36) Support and attend school and community functions.
- \* (37) Assist in the induction program for beginning teachers.
- \* (38) Assist in the development of positive school/community relations.
- \* (39) Cooperate and coordinate with all administrators in the school.
- \* (40) Utilize central staff for problem resolution when appropriate.
- \* (41) Provide leadership and support for school and system goals and priorities.
- \* (42) Assist principal in establishing and implementing procedures to be used in the event of school crises and provide leadership in the event of such incidents.
- \* (43) Provide leadership in implementation of programs designed to meet the changing needs of all students.
- \* (44) Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
- \* (45) Deal effectively and appropriately with abuse situations.
- \* (46) Investigate student accidents and other incidents and take appropriate action.
- (47) Perform other tasks consistent with the goals and objectives of this position.

**ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)****PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities