

# Job Description

**Title:** Assistant Principal

**Reports To:** Building Principal

**Supervises:** Assigned staff members

**Evaluation:** Building Principal

**Job Summary:**

To assist the principal in providing schoolwide leadership and to learn the role of the principal.

**Qualifications:**

Valid Kansas Administrative licensure appropriate to specific level.

**Performance Responsibilities:**

1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Assists in supervising the preparation of student schedules.
5. Assists in working with department heads and faculty in compiling the annual budget requests.
6. Assists with requisitioning supplies, textbooks, and equipment; conducts inventories; maintains records; and checks on receipts for such materials.
7. Assists in safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services.
9. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Performs such record keeping functions as the principal may direct.
13. Supervises and evaluates teachers and departments as assigned by the principal.
14. Demonstrates effective human relations and communications skills.
15. Complies with good safety practices.
16. Complies with all district rules, regulations, and policies.
17. Other duties as assigned.

**Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.