



REVISED:  
07/12/2004

JOB TITLE:	ASSISTANT PRINCIPAL MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4345
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

The middle school assistant Principal, under the direction of and as assigned by the Principal, directs, supervises, and evaluates the instructional programs and the work of all assigned personnel, maintains pupil welfare and desirable school - pupil and school - community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of system.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Enforces the Jefferson County Code of Student Conduct and local school regulations in cooperation with the Principal

Organizes and administers the school-center attendance program under direction of Principal

Assists with development, observation, and evaluation of the instructional program in the school center and assists in observation and evaluation of school-center personnel and support services

Assists with development of school's non-computerized (by hand) Master Schedule and schedule changes in cooperation with other school-center administrative staff

Assists in continuous program planning through budgeting, needs assessment and staffing

Acquires, distributes, inventories, and disposes of textbooks and assists in the maintenance of property control records as assigned by the Principal

Assists in guidance, counseling, orientation, and activity programs as well as the registration

Maintains property control records

Performs general administrative and supervisory duties in total operation of school and assumes responsibilities for general administration of the school in the absence of the Principal

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in Administration and Supervision on level of assignment (Principalship Certificate)

Three (3) years successful teaching experience in public schools as defined in KRS 161.220

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Five (5) years of successful teaching experience in public schools as defined in KRS 161.220

Teaching experience at the middle school level as defined in KRS 161.220

Experience with/working knowledge of current middle school program(s) and procedures