



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	ASSISTANT PRINCIPAL MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
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 community relations, and develops and executes building rules, regulations, and procedures consistent with general policies of system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Enforces the District conduct policies 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 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 student 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
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- 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 (Principal Certificate)
- Three (3) years successful teaching experience in public schools
- Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years of successful teaching experience in public schools
Teaching experience at the middle school level
Experience with/working knowledge of current middle school program(s) and procedures
Experience in a diverse workplace