



REVISED:  
07/12/2004

JOB TITLE:	SECONDARY SCHOOL ASSISTANT PRINCIPAL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 12
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4350
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

The assistant Principal, under the direction of and as assigned by the Principal, and in the place of the Principal when absent, is responsible for the total operation of the local school program and facility including the responsibility to implement and facilitate the educational objectives of the Jefferson County Public Schools. Assistant Principals assist with supervision, management, evaluation, administration and planning for instructional programs, extracurricular activities, school personnel and school plant operation. The diversity of the duties listed herein indicate that the tasks performed by assistant Principals are both complex and demanding. While receiving little supervision, the assistant Principal supervises students and certified and classified personnel.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates and supervises the instructional program at direction of Principal
- Supervises discipline and attendance procedures
- Supervises and evaluates the school program; assists with job performance evaluations as assigned
- Directs the operation and maintenance of the building
- Performs responsibilities in continuous planning, program budget and evaluation of school program to include curriculum development and instruction
- Administers extra-curricular activities
- Maintains positive public relations/communications
- Coordinates transportation
- Implements security and safety measures as assigned
- Conducts inventories and surveys
- Performs all administrative duties 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 as defined in KRS 161.220
- Effective communication skills

DESIRABLE QUALIFICATIONS
Five (5) years successful teaching experience as defined in KRS 161.220
Teaching experience at the secondary school level as defined in KRS 161.220
Experience with/knowledge of current secondary school program(s) and procedures