



Title:	Assistant Principal	
Reports to:	Principal	
Terms of Employment:	10, 11 or 12 months	
Salary:	State Salary Schedule plus local supplement	

- Qualifications:**
- Classroom Teaching Experience required
 - Eligibility for North Carolina Principal Licensure required

Supervises: Will supervise as assigned by the principal

Essential Job Functions:

1. Assists in the implementation of student orientation, registration and scheduling.
2. Assists in ensuring that the district mission statement is carried out and that the School Improvement Plan is adhered to by all stakeholders of the school.
3. Assists in the evaluation of the school program and of staff and assists to initiate needed improvements.
4. Assists the principal in involving the staff in setting budget priorities.
5. Acts to upgrade own professional knowledge and skills.
6. Assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.
7. Uses and promote technological tools.
8. Assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
9. Communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.
10. Assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
11. Promotes and maintains open communications, promotes positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.
12. Assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.
13. Performs other duties and responsibilities as assigned by the supervisor.



Assistant Principal Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Assistant Principal** job classification within Scotland County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment