

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

Updated as of 12/17/08

ASSISTANT PRINCIPAL Elementary Assignments K-8

Qualifications

1. Valid Tennessee teacher's license with appropriate endorsement.

Essential Duties and Responsibilities

1. Serve as the Principal designee in his absence from the school campus.
2. Participate in data review and monitor instructional needs based on data analysis to include implementation of the state and local curriculum.
3. Assists the principal in the overall administration of the school which could include:
 - a) Supervises student events during school day and attends/supervises after-school events;
 - b) Responsible for faculty, student, and parent communication;
 - c) Assists in maintaining discipline throughout the school and deals with discipline referrals;
 - d) Participates in scheduled student support team meeting as the Principal's designee;
 - e) Proposes and plans in-service activities, faculty meeting agendas, and team meetings with staff;
 - f) Coordinates activities of staff in annual School Improvement Planning and Southern Association annual updates;
 - g) Supervises certified and classified employees and departments as assigned by the principal, and regularly reviews and evaluates performance;
 - h) Assists in curriculum development and the implementation of state standards;
 - i) Organizes and implements staff development opportunities;
 - j) Requisitions supplies, textbooks and equipment; conducts inventories, maintains records, and verifies receipt of such materials;
 - k) Monitors and attends to physical maintenance issues of the building and campus;
 - l) Assist in the preparation of the school budget and financial operations of the school;
 - m) Assists in the development of the emergency preparedness plans, safety inspections, and drills;
 - n) Supports state mandated testing and other system directed tests;
 - o) Supervises the reporting and monitoring of student attendance;
 - p) Prepares reports, materials and record-keeping functions;
 - q) Proposes and prepares schedules of classes and activities;
 - r) Prepares extracurricular and extra-duty schedules;
4. Performs other duties as assigned by the principal and/or Director of Schools.