

**SURRY COUNTY PUBLIC SCHOOLS  
HIGH SCHOOL ASSISTANT PRINCIPAL  
JOB DESCRIPTION**

Job Title: High School Assistant Principal  
Salary Index: 1.03  
Reports To: Principal  
FSLA Status: Exempt

**SUMMARY**

Perform the essential duties and responsibilities to assist the building principal with leadership in the ongoing development and improvement of the secondary instructional program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists the Principal in planning and assessment.
- Assists the Principal in safety and organizational management for learning.
- Promotes effective communication and interpersonal relations with students, staff, parents, and other community members.
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
- Models professional, moral, and ethical standards as well as personal integrity in all interactions.
- Works in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.
- Proposes master schedule of classes for secondary school.
- Supervises the preparation of student schedules and scheduling materials.
- Works with department heads and faculty groups in compiling the annual instructional materials and supplies including textbooks.
- Requisitions supplies and equipment, conduct inventories, maintain records, and check on receipts for such materials.
- Supervises the reporting and monitoring of student attendance, and work with the visiting teacher and truancy officer for investigative follow-up actions.
- Serves with faculty, student groups, and parent in advancing educational related activities and objectives. . Directs textbook and supplies distribution. . Serves as principal in the absence of the Principal.

- Performs other duties and assume other responsibilities as the Principal may assign.

### **SUPERVISORY RESPONSIBILITIES**

Teaching Staff and Paraprofessionals

Other Professional Staff

All Nonprofessional School Staff

Other Resource and Service Personnel while functioning in the assigned school

### **QUALIFICATIONS**

Hold the Postgraduate Professional License

Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers and parents.

### **EDUCATION and/or EXPERIENCE**

Have successfully completed a minimum of fifteen (15) semester hours with at least one graduate course in each of the following areas:

School Administration

Supervision of Instruction

Secondary School Curriculum

School Law

School-Community Relations

Have at least three (3) years of successful experience as a teacher, administrator or supervisor, one year of which must have been at the secondary level. Demonstrate proficiency in the use of computers.