

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

Job Title: Middle School Assistant Principal
Salary Index: 1.02
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 elementary or secondary level. Demonstrate proficiency in the use of computers.