

# **West Carroll Board of Education**

## **Job Description**

Descriptor Term:

**Assistant Principal**

Board Policy Reference

**5.013**

### **QUALIFICATIONS**

Required:

1. Bachelor's Degree
2. Tennessee Teacher's License

Preferred:

1. Master's Degree
2. Certification in Administration and Supervision

### **REPORTS TO**

Principal

### **JOB GOALS**

To assist the principal with administrative and instructional functions to meet the educational Needs of students and carry out the mission and goals of the school and the district.

### **DUTIES**

1. Provide teachers and students with a safe and secure teaching/learning environment.
2. Supervise extra curricular activities.
3. Supervise facilities and grounds operation.
4. Work with assigned personnel to ascertain that the discipline code is consistently and fairly administered.
5. Work with coaches and athletic director to develop and maintain a sound athletic program.
6. Be visible in areas of the building with high potential for disruptions.
7. Supervise cafeteria during school meals.
8. Assist principal in establishing procedures to be used in event of school crisis and provide leadership in event of such incidents.
9. Deal with emergency situations such as facilities problems, student disciplinary incidents, and safety.
10. Assumes overall responsibility for the school in the absence of the principal.
11. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor.

**PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighting up to 10 pounds, such as textbooks, supplies, furniture and equipment.

**WORK CONDITIONS**

Normal working environment.

**TERMS OF EMPLOYMENT**

Salary and work year to be established by board of education with recommendation from Director Of Schools. Extended hours beyond the regular school day may be frequently required.

**SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.