

**HATTIESBURG SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Assistant Principal

MINIMUM QUALIFICATIONS:

1. AA certificate in Administration and Supervision
2. Three to five years successful teaching experience preferred

SUPERVISES: As designated by the Building Principal

REPORTS TO: Building Principal

JOB GOAL: To assist the building principal to carry out the functions as outlined in the job description of the Principal in the interest of providing effective educational programs and experiences for students enrolled in the school, and to attain related goals and objectives of the school district as set by the Board of Trustees. To support learning environment that is conducive to school achievement and safety.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Administers building affairs in the absence of the principal
2. Assist in establishing and maintaining positive community relations
3. Assists in integrating school improvement initiatives and ongoing professional learning
4. Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
5. Assists in the administration of the curriculum, goals and objectives of school and district, Board of Education policies, and state and federal regulations
6. Assists in the evaluation of instructional and non-instructional staff members
7. Assists in the recruitment of faculty and staff
8. Conducts staff meetings and professional development sessions as directed
9. Coordinate, support, participate, and attend school/parent activities (Before, During, and After)
10. Establish and maintain proper contact with parents (including home visits)
11. Observes classroom instruction and provide constructive feedback to individual teachers
12. Patrols campus and supervises students
13. Plans, organizes, and directs school activities
14. Keeps the Principal informed of the school's activities and problems
15. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
16. Interprets and enforces district policies and administrative regulations
17. Maintains positive active relationships with students and parents
18. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students
19. Assumes responsibility for his own professional growth and development through memberships and participation in the affairs of professional organizations; through attendance at regional, state and national meetings; through enrollment in advanced courses and the like
20. Plans and supervises fire drills and emergency preparedness program.
21. Serves as a member of such committees and attends such meetings as directed by the Superintendent/Principal
22. Performs other duties as assigned

TERMS OF EMPLOYMENT:

Salary and number of workdays in accordance with the district Administrative Salary Schedule as approved by the Board of Trustees.

EVALUATION:

Performance of the Assistant Principal will be evaluated annually in accordance with provision of Board policy.