

Job Description: Assistant Principal

Reports to: Principal (upper campus), Principal (lower campus)

Supervises: Assists the principal and headmaster with all faculty and staff, both teaching and non-teaching

Position is: Year-round

Qualifications:

1. Prefer 3-4 years of teaching or prior administrative work
2. Prefer Masters or higher in relevant area of expertise
3. Prefers the applicant have a Professional Administrator License and/or the Instructional Leadership License.

Specifically, the Assistant Principal duties are to:

- Ensure the implementation of all policies and procedures established by the board
- Oversee operational activities, including bus transportation, maintenance, custodial, and food service programs
- Implement and enforce the board's discipline policy for students
- Maintain visibility in the hallways, cafeteria, and sporting events on a daily basis
- Take initiative to meet with parents to discuss concerns to help avoid students withdraw
- Ensure staff are maintaining an efficient and effective bus system to transport students to and from TJ for daily classes and for activities away from the school campuses including field trips, sporting events, etc.
- Ensure that licensed teachers are keeping up with annual renewals, licensure updates, and monitors CEU credits to meet state requirements
- Supervise all athletic and after school activities
- Establish and monitor clubs for student enrichment
- Ensure staff are providing a safe and orderly environment for staff and students
- Take charge of daily decisions when the Headmaster or principal are not available

In addition, the AP supports the principal to:

- analyze test data, surveys, and information to enhance instructional practices for school improvement
- Instill a vision of academic success for all students
- Cultivate leadership in others
- Help to develop strategies to increase or maintain current enrollment at TJ
- Provide a positive atmosphere where students and staff looks forward to coming to school on a daily basis
- Meet with staff regularly to convey information and discuss concerns, etc.
- Perform evaluations on staff members as delegated by the principal/headmaster
- Available to staff and parents on a daily basis
- Ensure staff is following school system rules and procedures and that they are efficiently and effectively requiring the same of all employees (take corrective measures when rules and procedures are not being followed)
- Develop teams to discuss strategies for academic improvement
- Oversee and document monthly fire drills as required by law