ASSISTANT PRINCIPAL

GENERAL DEFINITION OF WORK: *FLSA Status: Exempt*

Performs difficult professional and administrative work assisting the Principal with the overall administration of the total school program at assigned location by providing educational leadership for students and staff consistent with division goals; does related work as required. Work is performed under general supervision. Supervision exercised over school personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists the Principal with administering and evaluating the instructional program of the school, recommending those policies and practices which are designed to enhance the educational opportunities offered to children, youth, and adults in Fauquier County Public Schools.

- Conducting instructional supervision and evaluation including classroom and teaching observations for assigned areas;
- Implementing curriculum and educational objectives consistent with goals;
- Developing an efficient system for pupil and program appraisal, recommending changes as needed to meet student needs;
- Evaluating grading policies and pupil progress with members of the staff;
- Assisting teachers in planning field trips and using community resources;
- Providing leadership in initiating in-service programs and organizational improvements;
- Providing a climate conducive to effective communications through the use of faculty meetings, committees and individual conferences;
- Coordinating the use of subject matter specialists, resource teachers, and other resource personnel.
- Implementing and maintaining a code of acceptable student behavior;
- Coordinating and supervising student affairs including after school activities;
- Coordinating services to students such as guidance, health, special education;
- Participating in eligibility meetings;
- Supervising pupil record keeping;
- Assisting in pupil scheduling. Assists the principals in administering staff personnel procedures in accordance with approved policies to include:
- Participating in the recruitment, placement and evaluation of all staff members;
- Employing substitute employees as needed;
- Completing required reports;
- Promoting a healthy and safe work environment;
- Developing in-service training programs for all staff. Assists the principal in administering the financial and building needs of the school to include:
- Supervising the use of the school and grounds by all agencies;
- Communicating with parents by means of school programs, letters, telephone and personal contact;
- Participating in the activities of the Parent/Teacher Organization and Parent/Teacher Advisory Board;
- Meeting with parent and community groups;
- Communicating and interpreting school division policies, procedures and regulations. Assists the principal in developing and evaluating an annual school plan, assuring its coordination with division-wide goals.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and federal laws, regulations and procedures related to instructional services including litigation; strong leadership attitude; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Master's degree is required; a Virginia teaching license; must meet endorsement requirements for school principal in the State of Virginia; must have completed three years of successful teaching.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.