

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Assistant Principal – Elementary

Board approved August 5, 2013

QUALIFICATIONS:

1. AA certificate in Elementary Administration and Supervision
2. Three years successful teaching experience
3. Evidence of administrative capabilities including, but not limited to previous administrative assignments
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

SUPERVISES:

As designated by the Building Principal:
Typically custodial, food service, and clerical staffs; building and facility operations; student discipline; faculty duty assignments; bus supervision; and extracurricular activities

REPORTS TO:

Building Principal

JOB GOAL:

To assist and support the building principal to provide on-site administration and execution of the district educational programs, policies and regulations; development of school goals and objectives; allocation of financial and human resources within school programs; and facilitation of cooperative community relations to ensure the quality of instruction for all students in a safe and healthy environment

TYPICAL DUTIES AND RESPONSIBILITIES:

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

1. Administers all building affairs in the absence of the principal
2. Assists in the administration of the curriculum, goals and objectives of school and district, Board of Education policies, and state and federal regulations
3. Assists in the administration and evaluation of school-based programs, including staffing and placement of students into special education programs, and student-teaching programs
4. Manages services of resource personnel; student services; health, safety, and security responsibilities and operations; the opening and closing of school; and transportation at the school-based level
5. Implements the student discipline program
6. Plans and organizes school-sponsored activities, operation and maintenance of physical plant, and scheduling processes
7. Manages material resources and logistical services for staff development activities, school site PTA meetings, and special occasion events
8. Interprets district policies and regulations, student rights and responsibilities, school regulations, discipline policies, safety regulations
9. Assists in the supervision and evaluation of certified and classified staff; assists in the development of educational growth plans for certified and classified staff.

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10. Reviews, approves, and authorizes building usage, building maintenance, and supplies inventories
11. Supervises records clerks with the maintenance of permanent records
12. Develops schedules for school-based activities
13. Supervises fund-raising activities
14. Assists in resolution of problems and conflicts as they arise between teachers, students, and parents
15. Meets and confers with staff, individual students, teachers, or parents, area superintendent, other district administrators as needed
16. Assists in the development/design of school-based communications
17. Promotes respect for school property, a climate of mutual confidence, student success, and positive school atmosphere conducive to change
18. Assists in the development and management of the school budget
19. Manages student attendance, record keeping, and extracurricular activities
20. Assists in facilitating volunteer programs and parent-teacher conferences
21. Manages the safety, security, and operation of the school plant, including environmental and energy concerns
22. Develops and monitors an annual master plan for faculty duty assignments
23. Coordinates co-curricular activities such as field trips, field days, outdoor labs, awards assemblies, intramurals, concerts, etc
24. Performs other duties as assigned

TERMS OF EMPLOYMENT:

235 days annually with salary in accord with the Administrative Salary Schedule as approved by the Board of Trustees

EVALUATION:

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