

**GULFPORT SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Assistant Principal – Secondary

Board approved August 5, 2013

**QUALIFICATIONS:**

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

**SUPERVISES:**

As designated by the Building Principal  
(Typically custodial; food service; and clerical staffs; plant operation; student discipline; duty assignments of faculty; bus supervision; and extracurricular activities)

**REPORTS TO:**

Building Principal

**JOB GOAL:**

To assist the building principal to carry out the functions as outlined in the job description of the Secondary School 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

**TYPICAL DUTIES AND RESPONSIBILITIES:**

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

1. Assists in the recruitment of faculty and staff
2. Assists in the evaluation of instructional and non-instructional staff members
3. Assists in the assessment and analysis of program performance and the development of appropriate adjustments to achieve improvement
4. Assists by assigning teachers within area of their maximum capabilities and in order to achieve best possible educational environments for children
5. Develops and monitors an annual master plan of duty assignments
6. Assists in conducting effective and relevant teachers' meetings
7. Supervises and evaluates phases of the educational program in the building as assigned
8. Assists in analysis of the effectiveness of curriculum and, where indicated, recommends changes and in-service activities
9. Encourages department heads to suggest and recommend program directions; serves as consultant to various departmental areas
10. Maintains close liaison with other secondary schools as assigned
11. Sends reports reflecting curriculum plans and progress as required
12. Attends and participates in building curriculum meetings; attends regional and district meetings as required
13. Attends and participates in local, state, and national meetings as budget allows
14. Cooperates as a consultant and advisor to the central administrative staff
15. Assists in requisitioning the appropriate materials to implement the programs of the school
16. Maintains an inventory of books, supplies, and instructional equipment
17. Helps to compile attendance reports and records as necessary

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18. Works closely with central office personnel and custodial staff to coordinate the most effective utilization of the building by outside groups
19. Anticipates special needs involving custodial and maintenance staff when they occur
20. Stays up-to-date on safety and health factors as they relate to the building and advises the principal in this regard
21. Exercises responsibility for the health and safety of all members of the student body
22. Helps to provide leadership for the student body which includes supervision and encouragement for the establishment of an exemplary level of behavior with which all members of the student body can identify
23. Works closely with student representatives in order to facilitate the maximum adjustment of all student members of the school
24. Assists in organizing and administering the full range of extra-curricular activities within the school
25. Assumes responsibility for all disciplinary action which could affect the welfare of all students as assigned
26. Maintains close contact with parents in order to better understand and communicate with students
27. Maintains close association and liaison with the community
28. Contributes to the overall public relations program of the school district
29. Disseminates school information to the community
30. Encourages utilization of community resources and personnel by teachers as part of their educational program
31. Provides leadership and direction for parent activities
32. Performs other duties as assigned

### **TERMS OF EMPLOYMENT:**

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

### **EVALUATION:**

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