CITY OF AUGUSTA
Department of Public Schools

JOB DESCRIPTION

TITLE: ASSISTANT MIDDLE SCHOOL PRINCIPAL

REPORTS TO: BUILDING PRINCIPAL

JOB GOAL: To assist the Principal in the administration and instructional management of the school. The Assistant Principal will assume the duties and authority of the Principal as assigned by the Principal and Superintendent in the absence of the Principal.

QUALIFICATIONS: 1. Certification as a Principal for the appropriate grade levels.
2. Master’s degree, preferably with a concentration in educational administration.
3. Five years of successful teaching experience appropriate to the position.
4. Evidence of leadership ability.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:
1. Assists the principal in the overall administration of the school.
2. Serves as a principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Supervises the preparation of student schedules.
5. Works with team leaders and faculty in compiling the annual budget requests.
6. Assist with the requisitions of supplies, textbooks, and equipment; conducts inventories; maintains records; and checks on receipts for such material.
7. Assists in safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
9. Supervises the reporting and monitoring of student attendance, and works with other school personnel for investigative follow-up actions.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
11. Assist as a liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
12. Performs such record-keeping functions as the principal may direct.
13. Supervises teachers as assigned by the principal.
14. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.

TERMS OF EMPLOYMENT:
Salary and benefits to be established by the Board, but comparable to those of other administrative employees in the District. Performance for this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Administrative Personnel.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Approved by ___________________  Date ___________________