



ONEONTA CITY SCHOOLS

COMMITTED TO EXCELLENCE

JOB DESCRIPTION

TITLE: Middle School Assistant Principal

QUALIFICATIONS:

1. Hold a valid Alabama Certificate to serve as an Administrator.
2. At least 5 years successful experience in public education/3 years of successful teaching experience.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Principal

SUPERVISES: Students and assigned personnel

CONTRACT DAYS: 212 days

SALARY: Salary is based on appropriate step on the approved OCS salary schedule.

EVALUATION: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

JOB GOAL: To serve as an instructional leader of the school and work with staff, students, and community to ensure a high quality educational program. To use leadership, supervisory, and administrative skills to promote the educational development of each student.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Attend school during assigned hours.
2. Adhere to school system rules, administrative procedures, local board policies, and state/federal laws.
3. Attend faculty and other assigned meetings.
4. Participate in the State Board and system required in-service and professional development.
5. Assists in implementing all policies and rules governing student life and conduct.
6. Perform reasonable duties necessary for the safe and effective operation of the school.
7. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
8. Exhibit positive human relation skills and professional ethics.
9. Demonstrate proficiency in written and oral communication.
10. Demonstrate competency in the use of technology.
11. Contribute to the overall development of an effective school program.

