



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

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| POSITION TITLE | Assistant Principal – High School (9-12) |
| SCHOOL/DEPARTMENT | Assigned School |
| SALARY | Admin salary schedule plus supplement |
| FLSA STATUS | Exempt |
| REPORTS TO | School Principal |
| SUPERVISES | All school personnel – directly or indirectly |
| WORK WEEK SCHEDULE | Monday – Friday, late evenings and weekends as necessary |
| WORK HOURS | 40 Late nights and weekends as necessary |
| NUMBER OF MONTHS PER YEAR | 11 |

POSITION PURPOSE:

The Assistant Principal is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation. Tasks include assisting with the development of the school calendar as well as class schedules, working with the school Test Coordinator to establish testing schedules, and overseeing curriculum delivery. The AP is also the first line of assistance pertaining to student disciplinary issues and providing faculty and student support.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the practices, methods and techniques used in the administration and supervision of all programs in the school
- Thorough knowledge of cognitive, affective, social and physical development of school children

- Thorough knowledge of federal, state and local policies and procedures regarding the learning process in grades 9-12
- Thorough knowledge of the evaluation process of staff and the ability to provide appropriate counseling for improvement, as needed
- Thorough knowledge of North Carolina's accountability model
- Considerable knowledge of school board policies, procedures and standards regarding the education of students in Orange County Schools
- Considerable knowledge of ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends and developments in education
- Considerable knowledge of the *North Carolina Course of Study* and *Common Core*
- Demonstrated skill in counseling and developing staff
- Demonstrated skill in providing and/or presenting professional development for staff that encourage professional growth of the school staff and enhances the quality of the instructional programs on campus
- Ability to assess the needs of students and school atmosphere; promote school safety
- Ability to plan, develop, implement and evaluate educational programs within the school
- Ability to evaluate the effectiveness of existing school programs and make recommendations for improvement
- Ability to use common office machines and computer driven word processing, spreadsheet and file maintenance programs
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with students, staff, system administration, parents, and the community
- Ability to establish and maintain effective working relationships

EDUCATION, TRAINING, AND EXPERIENCE

- Master's Degree from an accredited institution in public school administration
- Five (5) years minimum of successful classroom teaching experience
- Served as an AP or Principal Intern in a public school
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Valid NC Teacher's license
- Valid NC Principal's license or eligible for certification
- Valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Doctoral degree or additional credits from an accredited institution in education, public school administration, or a related field
- Ten (10) years of combined classroom and administrative experience

- Teaching and/or administrative experience at the high school level
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the principal with the development and maintenance of an effective educational program consistent with state and federal guidelines and philosophy, policies and goals of the School Board
2. Assist the principal with the overall administration of the school
3. Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community
4. Support the principal in the collaborative development, implementation and ongoing refinement of the school's Plan for Continuous Improvement
5. Ensure the implementation of the state, legislative, and board curriculum requirements and the development of 21st century skills for all students
6. Interpret and enforce school and school board policies and requirements
7. Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentation, and follow-up conferences
8. Assist the principal in monitoring compliance with federal, state and local mandates and guidelines related to local and state testing programs and the local EC program
9. Assist the principal with planning and implementing a professional development/growth program for teachers and staff
10. Serve as the principal in the absence of the school principal, or as designated by the school principal when there is more than one AP assigned to the school
11. Propose schedules of classes and extracurricular activities; help schedule courses, students and teachers
12. Work with department heads and faculty in compiling the annual budget requests
13. Requisition supplies, textbooks and equipment, conduct inventories, maintain records, and check receipts for purchased materials
14. Assist in coordinating transportation, custodial, cafeteria and other school support services
15. Help conduct safety inspections and safety drill practice activities in accordance with statutory and school board requirements
16. Assist with the reporting and monitoring of school attendance
17. Assist with maintaining discipline throughout the student body, dealing with special cases as necessary
18. Serve with parents, faculty and student groups, as requested, in advancing educational and related activities and objectives
19. Maintain a variety of files; prepare periodic and special reports as required
20. Identify the special needs of students on a regular basis, seeking the assistance of school system specialists, as required
21. Supervise teachers and departments as assigned by the principal
22. Interpret and explain division-wide curriculum/instructional goals and objectives to teachers, parents, students and the community
23. Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques
24. Assist with the coordination and supervision of guidance services
25. Maintain and model high standards of professionalism and ethical behavior

| WORKING CONDITIONS | |
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| PHYSICAL DEMANDS | Work is considered light physical work requiring the exertion of up to 20 pounds of force. |
| WORK ENVIRONMENT | Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public. |
| ACKNOWLEDGEMENTS | |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations | |
| <i>Reviewed by: Employee's Signature</i> | <i>Date</i> |
| <i>Approval by: Supervisor's Signature</i> | <i>Date</i> |
| The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. | |

26. Perform additional duties as directed by the School Principal

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*