

SOUTHAMPTON COUNTY SCHOOLS

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Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: ASSISTANT PRINCIPAL

Reports To: Principal

Location: Southampton Middle School

Primary Function:

To provide assistance to the principal in the operation of the total school program.

DUTIES AND RESPONSIBILITIES

- Work in a collegial and collaborative manner with peers and school personnel to monitor and evaluate student transition between instructional settings.
- Work with the principal in maintaining records and files.
- Assist the principal in preparing reports and prepare for local/state submittal.
- Assist the principal in developing protocols and procedures in support of school and community.
- Requisition supplies, textbooks and equipment; conduct inventories; maintain records and check on receipts for such material.
- Assist the principal in coordinating and managing the instructional and support programs for students.
- Organize and participate in staff development activities.
- Monitor and evaluate the efficiency and effectiveness of staff development activities and suggest modifications as needed.
- Assist the principal in the implementation, supervision and assessment of the total instructional program.
- Assist the principal in scheduling classes within established guidelines to meet students' needs.
- Perform other duties as assigned by the principal.

QUALIFICATIONS:

- Must hold the Postgraduate Professional License and be eligible for an endorsement in Administration and Supervision.
- Three years successful teaching experience as a teacher.
- Demonstrated the professional and personal characteristics necessary for working effectively with school personnel, students, parents and members of the community.

EVALUATION:

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of administrative personnel.

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