

ASSISTANT PRINCIPAL

JOB SUMMARY

Use leadership, supervisory, administrative and management skills to assist the principal in the promotion of the educational development of each student in compliance with all applicable rules, regulations and policies of the Lebanon Special School District.

QUALIFICATIONS

- Valid Tennessee teaching license with proper area of administrative endorsement
- Master's Degree
- Minimum of three years acceptable classroom teaching experience in an approved or accredited school
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal and the Director of Schools
- Assist the principal with the supervision of the school's educational program
- Assist in the observance and implementation of Board policies, administrative procedures, and state laws
- Assist with the implementation and evaluation of the curriculum
- Assist with the process of school improvement planning which is aligned with school/student achievement data
- Assist with the interviewing, assigning and evaluating of all school staff members
- Assist the principal with personnel recommendations to the Director of Schools
- Assist the principal in the safety, maintenance and administration of the school
- Assist in planning and supervision of safety drills and emergency programs
- Supervise students' transportation, conduct, discipline, accidents, attendance, records and reports
- Assist the principal with the complaints/grievance process as appropriate
- Assist in supervising, evaluating, and administering extracurricular and school athletic programs
- Assist with staff development and the orientation of new staff members
- Assist with the parent/teacher conference process, IEP Team meetings, Professional Intervention Team (PIT) meeting process, etc. as needed
- Conduct staff meetings as needed
- Secure substitutes for absent staff members
- Assist in the supervision of all school based staff members
- Perform other duties as assigned by the Principal or Director of Schools