

**South Tippah School District
Assistant Principal
Job Description**

Qualifications:

Mississippi Administrator Certification

Reports To:

Principal

Job Goal:

To assist the principal in providing school-wide leadership, support the principal in achieving the goals set forth for the school, and to learn the role and responsibilities of the principal.

Performance Responsibilities:

1. Assists the principal in the overall administration of the school
2. Serves as the principal in the absence of the regular principal
3. Proposes schedules of classes and extracurricular activities
4. Assumes cooperative responsibility for maintaining discipline throughout the student body, and deals promptly and professionally with infractions to district/school rules
5. Performs such record-keeping functions as the principal may direct
6. Supervises and evaluates teachers and department or grade levels as assigned by the principal
7. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign
8. Assists with safety drills as directed by the principal
9. Supports district goals of District Board and Superintendent
10. Maintains an active, positive, and professional relationship with staff, students, and parents
11. Other reasonable duties as requested
12. Assist principal when needed as it relates to intervention progress
13. Works to assist as it relates to the academic achievement of all stakeholders of the school
14. Follows rules set by the district as outlined in the South Tippah School District Personnel Handbook
15. Abides by Mississippi Educator Code of Ethics and Standards of Conduct as stated by the Mississippi Department of Education

Terms of Employment:

Salary and work year are determined by the Board.

Evaluation:

Performance in this position will be evaluated annually, by the Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: _____ **Date:** _____

Agreed to by: _____ **Date:** _____