

JOB DESCRIPTION

TITLE: VIRGINIA MIDDLE SCHOOL ASSISTANT PRINCIPAL

PRIMARY FUNCTION:

To assume leadership and responsibility for the entire school campus, to provide leadership for the school staff in the development, implementation, and evaluation of comprehensive educational program and to administer the program in accordance with school board policies and administrative regulations.

DESIRED QUALIFICATIONS:

1. Hold a Postgraduate Professional Certificate with an endorsement as principal.
2. Have at least three (3) years of successful, full-time experience as a teacher, supervisor or administrator.
3. Demonstrate the leadership qualities and personal characteristics necessary for working effectively with students, teachers and parents.
4. Demonstrate knowledge of curriculum trends and a variety of instructional methodologies.

REPORTS TO:

Middle School Principal

PERFORMANCE RESPONSIBILITIES:

1. Assist the principal in the implementation, supervision, and assessment of the total school instructional program.
2. Assist the principal in the selection, assignment, orientation, and the evaluation of staff, including frequent classroom visitations.
3. Coordinate the assignments of and assist with supervision of student teachers and volunteers.

4. Assist the principal in the supervision of student conduct and extracurricular activities.

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5. Supervise and coordinate staff non-primary duty assignments.
6. Assist the principal in the supervision and/or coordination of field trips.
7. Assist in the supervision of the school's safety, security, and environmental control program.
8. Supervise and coordinate school lockers and textbooks.
9. Assist the principal in the departmental budgeting process and the acquisition of supplies and supplementary materials for instructional use.
10. Assist the principal in the coordination of programs and services supplementary to the instructional program.
11. Supervise the student disciplinary action program with input from the school principal.
12. Assist the principal and counselor(s) in the coordination of the summer school program for middle school students.
13. Supervise the development and production of the student handbook.
14. Maintain an accurate account of the daily attendance of each student.
15. Maintain an accurate record of the conduct and discipline of each student.
16. Send correspondence to parents and make telephone contacts concerning student problems and responsibilities.

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17. Perform ant other specific and reasonable duties as shall be requested by the superintendent and the school board.

TERMS OF EMPLOYMENT:

As per contract.

EVALUATION:

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

Adopted: by the Bristol Virginia School Board on October 3, 2005.

Revised: by the Superintendent of Schools on November 30, 2020.