

New Albany-Floyd County Consolidated School District Assistant Principal (387)

JOB POSTING

Job Details

Title **Assistant Principal**
Posting ID **387**
Description **TITLE:** Assistant Principal
CLASSIFICATION: Certified Position
REPORTS TO: Building Principal
STATUS: Exempt (Salaried)

SUMMARY: To assist the principal in providing schoolwide leadership.

QUALIFICATIONS:

- Hold or be eligible for Indiana Administration and Supervision license.
- A minimum of five years' teaching experience.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

RESPONSIBILITIES:

- Assists the principal in the overall administration of the school.
- Supervises staff members designated by the Principal.
- Serves as a principal in the absence of the regular principal.
- Assists in developing schedules of classes and extracurricular activities.
- Supervises the preparation of student registration and scheduling.
- Assists in safety inspections and safety drill practice activities.
- Supervises the reporting and monitoring of student attendance, and works with the attendance clerk, student development liaison, and counselors for follow-up actions.
- Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
- Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
- Conducts Special Education Case Conferences.
- Performs such record-keeping functions as the principal may direct.
- Supervises and evaluates teachers and departments as assigned by the principal.
- Leads in the development, determination of appropriateness, and monitor of the instructional program.
- Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- Assist in the preparation for and administration of all student testing.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
- Required to own a wireless communication device (WCD) and obtain an appropriate service plan so that the WCD is available for business-related communication.
- Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent or his/her designee.

Shift Type **Full-Time**
Salary Range **Per Year**
Location **Green Valley Elementary**

Applications Accepted

Start Date **06/14/2021**