

**NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION**

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**JOB TITLE: ASSISTANT PRINCIPAL**

**Job Purpose Statement/s:** Assists the principal in creating the conditions and climate that will best enable members of the school staff to develop an efficient program which provides for optimum development of the individual student.

**PERSONNEL DIRECTLY RESPONSIBLE TO THE ASSISTANT PRINCIPAL:**

All assigned personnel in the absence of/or as assigned by the School Principal.

**Essential Job Functions:**

- Assists in providing leadership in the development, implementation and evaluation of educational programs.
- Assists in conducting ongoing needs assessment and provides leadership for determining short and long-term goals and objectives of the educational programs.
- Assists in providing for staff development of assigned personnel.
- Assists in assigning all students in such a way that will encourage their optimum growth.
- Assists in supervising and evaluating all assigned personnel.
- Assists in carrying out an effective program of community relations as a means of interpreting and promoting the school program.
- Assists in developing a school plan and organizational procedures for the health, safety and conduct of students.
- Assists in administering discretionary and compensatory education budgets according to established school priorities.
- Identifies and reports conditions that require upkeep of buildings and grounds.
- Complies with district policy and state and federal laws.
- Performs in such a manner that district goals will be optimally achieved.
- Assists in coordinating the development and implementation of federal and state funded programs at his/her site.

- Performs a districtwide responsibility as assigned.
- Assists in supervising and monitoring all student fund-raising activities at his/her site to assure compliance with Governing Board policy and state rules and regulations.
- Assists in providing leadership for developing an effective home/school partnership.
- Acts as the administrator in charge in the absence of the principal.
- Performs other duties as assigned.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to manage personnel and programs, communicate effectively, problem solve.

*Knowledge* of education code, district policies.

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations and other sounds, visual acuity/depth perception/visual accommodation.

**Licenses, Certifications, Bonding, and/or Testing Required:** Appropriate Administrative Credential, Criminal Justice Fingerprint Clearance.