# Newburgh Enlarged City School District
## Job Description

### TITLE:
ASSISTANT PRINCIPAL

### REPORTS TO:
PRINCIPAL

### QUALIFICATIONS:
1. SAS/SBL
2. MS+
4. At least 5 years of successful teaching experience.

### JOB GOAL:
The Assistant Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty and provide a safe, healthy environment conducive to learning, and foster a strong relationship between the school, district and community.

### DUTIES AND RESPONSIBILITIES:
1. Assists the principal in the overall administration of the school.
2. Serves as principal in the absence of the regular principal.
3. Proposes schedules of classes and extracurricular activities.
4. Supervises the preparation of student schedules.
5. Works with the department heads and faculty in compiling the annual budget requests.
6. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.
7. Cooperates in the conducting of safety inspections and safety drill practice activities.
8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
9. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.
11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.
12. Performs such record-keeping functions as the principal may direct.
13. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.
14. Performs other such duties as required by the Superintendent and the State Education Department.
15. Summer school responsibilities as assigned by the Superintendent or designee.