

Newburgh Enlarged City School District  
Job Description

<b>TITLE:</b>	<b>ASSISTANT PRINCIPAL</b>
<b>REPORTS TO:</b>	PRINCIPAL
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. SAS/SBL</li> <li>2. MS+</li> <li>3. Certified Danielson Framework for Teaching 2011 Evaluator.</li> <li>4. At least 5 years of successful teaching experience.</li> </ol>
<b>JOB GOAL:</b>	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.
<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Assists the principal in the overall administration of the school.</li> <li>2. Serves as principal in the absence of the regular principal.</li> <li>3. Proposes schedules of classes and extracurricular activities.</li> <li>4. Supervises the preparation of student schedules.</li> <li>5. Works with the department heads and faculty in compiling the annual budget requests.</li> <li>6. Requisitions supplies, textbooks, and equipment, conducting inventories, maintaining records, and checking on receipts for such material.</li> <li>7. Cooperates in the conducting of safety inspections and safety drill practice activities.</li> <li>8. Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.</li> <li>9. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.</li> <li>10. Assists in maintaining discipline throughout the student body, and deals with special cases as necessary.</li> <li>11. Serves with parent, faculty, and student groups as requested in advancing educational and related activities and objectives.</li> <li>12. Performs such record-keeping functions as the principal may direct.</li> <li>13. Performs such other tasks and assumes such other responsibilities as the principal may from time to time assign.</li> <li>14. Performs other such duties as required by the Superintendent and the State Education Department.</li> <li>15. Summer school responsibilities as assigned by the Superintendent or designee.</li> </ol>