



Pickens County Board of Education Job Descriptions

ASSISTANT PRINCIPAL

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 11 Month

REPORTS TO: Principal

QUALIFICATIONS:

1. Current GA certification on Educational Administration.
2. At least five year's successful experience in public education, part of which shall have been in a supervisory or administrative capacity.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Proposes schedules of classes and extracurricular activities.
- Supervises the preparation of student schedules.
- Requisitions supplies and equipment, conducting inventories, maintaining records, and checking on receipts for such materials.
- Cooperates in the conducting of safety inspections and safety drill activities.
- Assumes responsibility for coordinating transportation, custodial, cafeteria, and other support services.
- Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative 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.
- Performs such other duties and assumes such other responsibilities as the principal may from time to time assign.