

ST. MARY'S COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION

ASSISTANT PRINCIPAL II

POSITION: Assistant Principal II (High School) (eleven-month assignment)

REPORTS TO: School Principal

LOCATION: Various Sites

NATURE OF WORK:

This is advanced professional and administrative support work in assisting a school principal in the administration of all aspects of the total school program. The work is performed under the general direction of the school principal.

ESSENTIAL FUNCTIONS:

ILLUSTRATIVE EXAMPLES OF WORK:

- Assists the principal in administering and evaluating the instructional program of the school.
- Conducts instructional supervision and evaluation including classroom and teaching observations for assigned areas.
- Implements curriculum and educational objectives consistent with goals.
- Develops an efficient system for pupil and program appraisal, recommending changes as needed to meet student needs.
- Evaluates grading policies and pupil progress with members of the staff.
- Assists teachers in planning field trips and using community resources.
- Provides leadership in initiating in-service programs and organizational improvements.
- Provides a climate conducive to effective communications through the use of faculty meetings, committees, and individual conferences, coordinating the use of subject matter specialists, resource teachers, and other resource personnel.
- Assists the principal in coordinating and administering pupil personnel services.
- Implements and maintains a code of acceptable student behavior.
- Coordinates and supervises student affairs including after school activities.
- Coordinates services to students such as guidance, health, and special education.
- Participates in eligibility meetings.
- Supervises pupil recordkeeping.
- Assists in pupil scheduling.
- Assists the principal in administering staff personnel procedures in accordance with approved policies.
- Participates in the selection, placement, and evaluation of staff members, as needed.
- Employs substitute employees, as needed.
- Completes required reports.
- Promotes a healthy and safe work environment.
- Develops in-service training programs for all staff.
- Assists the principal in administering the financial and building needs of the school.
- Establishes building maintenance schedules and evaluates their effectiveness.
- Maintains furniture and equipment inventories.
- Supervises the use of the school and grounds by all agencies.
- Orders necessary instructional materials, textbooks, and equipment; analyzes the usage of such materials in conjunction with the principal.
- Assists the principal in establishing and maintaining an effective school/community relations

program.

- Communicates with parents by means of school programs, letters, telephone, and personal contact.
- Participates in the activities of the Parent/Teacher Organization, Parent/Teacher Advisory Board, and other advisory groups.
- Meets with parent and community groups.
- Communicates and interprets school division policies, procedures, and regulations.
- Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

This is an advanced professional position as a member of a school leadership team. It involves all aspects of the school instructional program.

QUALIFICATIONS:

Possess an Advanced Professional Certificate. Possess Administrator I and/or Administrator II certification or have completed the requirements prior to July 1, 2008.

TERM OF EMPLOYMENT:

Full-time eleven-month position.

SALARY GRADE RANGE:

The salary for this position will be based on the Administrative and Supervisory personnel salary schedule – Range 16.