



Secondary Assistant Principal

Reports to:	Principal	Job Code:	1040; 1041; 1042
Department:	Administrative Certified	Structure/Grade:	Assistant Principal/N15 - N17
Division:	School Based	Workdays:	213 Days
Retirement:	Teacher's Retirement System (TRS)		

Position Summary

Direct and provide guidance to an educational institution. Provide leadership in the development and implementation of instructional programs and manage school operations. Develop departmental short-term and long-term goals, aligned with the organization's strategic direction and cultural approach, making decisions that impact organizational success over the mid to long term.

Essential Job Duties

- Provide technical expertise to the department, working on complex issues requiring an in-depth knowledge of the functional area and industry trends.
- Oversee and manage instructional programs, ensuring effective classroom observations and providing instructional leadership.
- Develop and monitor the school's master schedule to optimize efficient operation and resource allocation.
- Coordinate student discipline, manage behavior, and maintain a safe school environment.
- Improve attendance protocols, monitor student attendance closely, and address issues related to absences or tardiness.
- Coordinate tests, including scheduling for special education and advanced placement exams.
- Engage with parents and the community to address concerns effectively while fostering positive relationships.
- Manage staff by conducting teacher observations, facilitating professional development opportunities, and evaluating performance.
- Oversee administrative functions such as counseling services, human resources management, and school improvement planning initiatives.
- Anticipate factors that could influence functional area strategy.
- May oversee the development of new methods and resolution of issues.
- May work with abstract ideas or situations.
- May represent the organization internally and externally.
- Perform additional duties as assigned.

Qualifications

- Master's degree in Education, Education Administration, or closely related area from a Professional Standards Commission approved accredited college or university required.
- Minimum three (3) years of classroom teaching, supervisory level education administration, or closely related experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.



Secondary Assistant Principal

Knowledge, Skills, and Abilities

- Knowledge of curriculum and instruction programming, child development theories, and instructional priorities
- Knowledge of education administration practices, including scheduling, discipline, and assessment
- Working knowledge of the functional area goals
- Ability to provide technical expertise to the department
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to interact with management in matters of significance, providing thought and pushback on ideas
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to plan, coordinate, and manage the work of others
- Ability to provide strategic input on mid- and short-term plans to guide the direction of a department's responsibilities and align teams toward common goals.

Physical Demands and Work Environment

Constantly required to exchange accurate information.

Constantly operates a computer and other office machinery.

Constantly observes details at close range.

Frequently remains in a stationary position.

Occasionally moves about inside an office.

Occasionally moves office equipment weighing up to 25 pounds.

Constantly works in an indoor environment.

Supervisory Responsibility

Oversees the work of a team through subordinate management levels, removes obstacles within and across the organization to achieve work.

May oversee the development of new methods and resolution of issues.

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 05/30/2024

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____