

DeKalb County School District

Position Specification

Title: Assistant Principal, Middle/High

DIVISION	School-Based	SLOT	N1
DEPARTMENT	School-Based	FLSA	Exempt
REPORTS TO	Principal	APPROVED (HR)	07/02/2012
CLASSIFICATION	Assistant Principal		
CALENDAR	11 Month		
RETIREMENT	Teachers Retirement System		

General Statement of Job

Under limited supervision, assists the principal with planning, coordination, and implementation of the DeKalb County School District's (DCSD) curriculum and instructional programs; engages in administrative support duties including direct assistance to the principal of a Middle/High school; assists with the supervision of school-wide discipline plans; coordinates testing programs for the school.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

- Provides administrative and supervisory support to the principal
- Assists with planning, implementation, and coordination of curriculum and all instructional programs and non-instructional programs.
- Monitors the discipline of students in accordance with school system procedures.
- Conducts staff evaluations.
- Coordinates full time equivalent (FTE) processes at local site.
- Serves as local site standardized test administration coordinator.
- Performs other duties as assigned.

Education and/or Experience

Master's degree in Education, Education Administration or closely related area from a Professional Standards Commission approved accredited college or university is required. Minimum three (3) years classroom teaching, supervisory level education administration or closely related experience is required.

Certificates, Licenses, Permits: 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.

Knowledge, Skills & Abilities

May require:

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSS policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements; standardized testing in accordance with school system policies and state laws; and school system policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment.

Skill in effective oral, written, and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; preparing assignments and tests for in-school preparation and homework; maintaining order in a classroom setting; administering the school system's discipline policies; and counseling students with academic difficulties and behavioral problems.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; plan and develop course of study suitable for specific grade levels; and develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.